

# Governor's Office of Economic Development



## Administrative Assistant (Non-Classified)

The Governor's Office of Economic Development is seeking a highly skilled and motivated Administrative Assistant.

This key administrative position provides advanced level support in GOED's Northern Office. Duties include:

- Supporting several business executives and programs;
  - Organizing and arranging travel and completing related forms;
  - Screening incoming communication and monitoring executive calendars and deadlines;
  - Maintaining records and files;
  - Organizing meetings and taking and transcribing minutes;
  - Composing and editing correspondence;
- Answering phones and providing reception area coverage;
- Assisting the Business Office with basic accounting functions;
- Ordering and maintaining stock supplies;
- Performing other support functions as required.

Required Skills, Training & Experience:

- Knowledge of Microsoft Office products, specifically, Excel, Word and Outlook;
- Attention to detail and accuracy;
- Ability to work independently and with a team and maintain positive working relationships;
- Excellent written and oral communication skills;
- BA/BS degree highly desirable.

This is a full time/Non-Classified positions. The salary range is \$35,000 - \$42,000 annually, depending on experience. Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary. The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month starting July 1, 2011 through June 30, 2015, and possibly beyond, depending on legislative action. The salary listed above does not reflect the reduction from the required furlough.

The position will be located in the Northern Nevada office (Carson City).

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Vera Adams, 808 West Nye Lane, Carson City, Nevada 89703 or via email at [vadams@diversifynevada.com](mailto:vadams@diversifynevada.com). **Please no phone calls.**