



**STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE
Budget Division**

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | www.budget.nv.gov | Fax: (775) 684-0260

UNCLASSIFIED JOB ANNOUNCEMENT

August 12, 2016

EXECUTIVE ASSISTANT

RECRUITMENT OPEN TO:

This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Director of the Governor's Finance Office.

POSITION STATEMENT:

The Governor's Finance Office is seeking qualified candidates for the position of Executive Assistant. The position provides the highest level of administrative and secretarial support to the Director and senior management.

The position will facilitate management processes by acting with authority and as an intermediary on delegated administrative support matters which require independent judgment, initiative, discretion and confidentiality in making determinations on varied problems and situations regarding issues of importance to the Director and the Department.

This position 1) requires an understanding of the complexity of problems and issues which impact the executive's area of responsibility; 2) has frequent personal contacts with the governor's staff, legislators, constitutional officers and representatives of state entities, the public and the media; 3) has a high consequence of error associated with communications, actions and decisions; and 4) requires the knowledge, skills and abilities required to assist the highest level executives 5) must have customer service skills to work with the Governor's Office, Legislative Counsel Bureau, State agencies, and public. 6) must have experience administering Board meetings. While some duties assigned to positions may seem similar to those of positions in the Administrative Assistant series in State Service, there are significant differences in the scope of responsibility, consequence of actions and decisions, and in the personal contacts typical of positions at this level.

APPROXIMATE ANNUAL SALARY:

Salary up to \$57,965 (Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.)

BENEFITS:

The State benefits package 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 deferred compensation plans are available.

TO QUALIFY:

Graduation from high school or equivalent education and five years of progressively responsible executive administrative support experience which included overseeing administrative office activities, maintaining complex records, and coordinating administrative communication including written and oral information to various managers and internal and external individuals and groups; the ability to learn and think quickly, a positive attitude and a strong work ethic and a desire to learn about the agency and our constituents. Some knowledge of: Legislative and regulatory process; communication; State laws, regulations, policies and procedures of the State preferred.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL FILLED

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Governor's Finance Office

Attn: Janet Murphy

209 E. Musser Street, Room 200

Carson City NV 89703

jmurphy@finance.nv.gov

In the subject line please reference: Executive Assistant

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer.