



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
515 E. Musser Street, Suite 300 | Carson City, Nevada 89701  
Phone: (775) 684-0299 | [www.admin.nv.gov](http://www.admin.nv.gov) | Fax: (775) 684-0298

**UNCLASSIFIED JOB ANNOUNCEMENT**  
**Posted: October 7, 2019**

**EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR OF INDIGENT  
DEFENSE SERVICES - UNCLASSIFIED**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Executive Director of Indigent Defense Services.

**AGENCY RESPONSIBILITIES:**

The State of Nevada Department of Indigent Defense Services is seeking an Executive Assistant. The Executive Assistant works under limited supervision and directly supports the Executive Director of Indigent Defense Services.

**APPROXIMATE ANNUAL SALARY:**

Up to \$63,340.00 plus benefits. *\*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, eleven paid holidays, and paid sick and annual leave. Other employee paid such as deferred compensation plans are available.

**POSITION DESCRIPTION:**

This position functions as the administrative support for the Executive Director of Indigent Services as the office manager. The Executive Assistant will manage all administrative tasks including but not limited to: managing appointments, presentations, and travel; maintaining executive staff schedule by planning and scheduling meetings, conferences, teleconferences, and travel; composes correspondence and prepares administrative reports and/or financial records, relying on a variety of source material; maintaining poise and professionalism by keeping all information confidential; maintaining historical records; establishing business relationships and networks; reviewing, proofreading, and editing documents prepared for the Executive Director's signature; ensure work product quality and accuracy; participate in staff meetings, Board on Indigent Defense Services meetings, and Executive team meetings; make assignments to program

managers based on the Executive Director's instruction; compile and distribute information; serve as supervisor to subordinate personnel as assigned; train and orient staff to agency policies; review and approve leave requests and timesheets for subordinate personnel; maintain communication with all levels of staff and elected officials up to and including the Governor's Office staff. Candidates will be asked to demonstrate a working knowledge of functions and operations in an administrative office. Prior experience working in state government is preferred. The candidate must have the ability to clearly communicate detailed and complex information to others on behalf of the Executive Director. This position will act as the office lead and supervisor and approve leave requests and timesheets for subordinate personnel.

**TO QUALIFY:**

BS/BA in Business, Management, or other related field; *OR* graduation from high school or equivalent and five years of progressively responsible administrative support experience including administrative support to multiple senior level staff; *OR* an equivalent combination of education and experience. Experience within a governmental, legal, or executive setting is preferred.

**POSITION LOCATION:** Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS 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:**

Tawny Polito, Executive Assistant to the Director  
515 E. Musser Street, 3rd Floor  
Carson City, NV 89701  
E-mail: [tpolito@admin.nv.gov](mailto:tpolito@admin.nv.gov)

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT LINE:

Last Name/Position Title/How you heard about this position

***The State of Nevada is an Equal Opportunity Employer.***