State of Nevada
Department of Corrections

UNCLASSIFIED JOB ANNOUNCEMENT

Executive Assistant (U9009)

Nevada Department of Corrections, Director's Office

Recruitment Open to:

This is an open competitive recruitment, open to all qualified applicants. This is a full-time, unclassified position that is appointed by and serves at the pleasure of the Director of the Nevada Department of Corrections (NDOC).

Geographic Location: Las Vegas, Nevada

Approximate Annual Salary:

Up to $63,340 annually; (only budgeted for $61,495). (Salary range reflects retirement (PERS) contributions by both the employee and employer). An Employer paid contribution plan is also available at the election of the employee; which results in a reduced gross salary. The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick leave and annual leave. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health benefits available to all employees may be accessed at https://pebp.state.nv.us. Other employee paid benefits such as deferred compensation plans are available.

DEFINITION – The incumbent for this position is responsible for providing executive assistance in resolving administrative questions and issues not requiring the personal attention of the Director.

GENERAL CHARACTERISTICS:

Serves as an administrative liaison; transmits directives, instructions and assignments; read and screen incoming mail, assess the importance of materials; resolve matters as instructed by the Director; receive/screen incoming calls and visitors; evaluate requests and inquiries, determine priorities; contacts the Director off-site in critical situations; organize and maintain confidential records, authorize access to information as appropriate; monitor media coverage, alert Director to new developments; coordinate/facilitate the Director’s calendar; make travel, lodging and meeting room arrangements; maintain official records of meetings; record meeting minutes and transcribe; participate in department-wide staff meetings; compose correspondence/prepare reports;
inform/update department personnel of changes per the Director’s request; ensure the efficient operation of the Director’s office; and respond to inquiries from external entities.

**ESSENTIAL FUNCTIONS**

- Respond to information regarding departmental programs/activities; provide administrative data.
- Conduct research/studies relative to departmental operations.
- Schedule/coordinate work related activities for support staff as requested by the Director.
- Review updated forms from staff members for format and content; update forms index as necessary; pursuant to administrative regulations, assign form number to all new forms.
- Participate in the development of the office budget; prepare narrative and statistical justifications for additional funding; research cost, quality, applicability and effectiveness of equipment systems.
- Coordinate and facilitate the Director’s calendar to schedule appointments, arrange conferences, meetings and hearings.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough understanding of the functioning of the prison system, with a wide knowledge of practices and procedures; sound knowledge of correctional environment terminology.
- Thorough knowledge of filing system regarding confidentiality, storage/retrieval and appropriate retention schedules.
- In-depth knowledge of office personnel procedures, processes, policies and protocol.
- Working knowledge of regulations and requirements of the State Administrative Manual (SAM).
- Skill in handling various high profile situations with confidentiality, tact, diplomacy and loyalty; along with independent judgment.
- Skill in welcoming visitors with professionalism, courtesy and promptness.
- Skill in the operation of a personal computer; including word processing, spreadsheet, database management, and associated business applications; operation of office equipment such as copiers, calculators, facsimile machines, printers, tape recorders, etc.
- Ability to work under pressure, take directions, set aside current project in order to undertake another project of a more urgent nature.
- Ability to work without supervision reliably and responsibly, to complete assigned tasks and demonstrate initiative in completion of work projects.
- Ability to communicate effectively with all levels of internal and external customers.

**MINIMUM REQUIREMENTS: (Licenses, Certificates, Degrees or Credentials)** – This position requires a minimum of 5 years of executive assistant or equivalent experience.

**SPECIAL NOTE:** Previous experience working within a prison/correctional setting is preferred.
To Apply:

Please submit a detailed resume and a cover letter which addresses your qualifications for the position. Resume **must** include a detailed description of your employment history, duties, number and classification(s) of staff supervised, and professional references to:

Kenneth Goodly, Human Resources Analyst 2, 3955 West Russell Road, Las Vegas, Nevada 89118 or email at kgoodly@doc.nv.gov.

**Applications will be accepted until recruitment needs are satisfied**

Qualified individuals are encouraged to submit their application as early as possible, as this announcement may close at any time without notice.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.