



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
4126 TECHNOLOGY WAY, SUITE 300
CARSON CITY, NV 89706
Telephone (775) 684-4400 • Fax (775) 684-4455
dcfs.nv.gov

EXECUTIVE ASSISTANT UNCLASSIFIED

RECRUITMENT OPEN TO: All qualified persons.

RECRUITING FOR: A full-time, unclassified position located in the Division of Child and Family Services, Administration, Carson City, Nevada.

The State of Nevada Division of Child and Family Services is seeking an Executive Assistant. The Executive Assistant works under limited supervision of the Administrator.

The Executive Assistant provides support to the Administrator by handling all administrative tasks including but not limited to: providing assistance in resolving administrative questions and issues not requiring the personal attention of the Administrator; maintaining the Administrator's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel; ensures agendas, background information, minutes and other pertinent materials are printed in advance of the meetings; organizes and maintains confidential records and files for the Administrator ensuring the security of the information; and composing correspondence.

Additional required skills and experience include: office management and supervision; excellent writing and proofreading skills, have knowledge of Nevada's open meeting law, taking meeting minutes including board or commission meetings; interacting with Legislators, State Division Directors, Administrators and the general public, read and screen incoming correspondence and phone calls. Applicant will need strong working knowledge of Microsoft Outlook, Word, Excel, and PowerPoint.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE: 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.

THE SUCCESSFUL EXECUTIVE ASSISTANT WILL:

- Model professionalism and composure at all times in an environment subject to unexpected and unpredictable circumstances;
- Immerse oneself into the workings of the executive leadership team through listening to learn, modeling behaviors and attitudes, and dedication to excellence;
- Seamlessly integrate into a diverse customer and workforce base;
- Provide each customer outstanding service which leaves a positive, long-lasting impression.

LOCATION:

The position is in Nevada's capital, Carson City, with a population of 55,000. Carson City, located in Northern Nevada, is near Reno, Lake Tahoe, and the Sierra Nevada mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, fishing and hunting.

SALARY AND BENEFITS:

Up to \$61,495 depending on experience and qualifications. Benefits include medical, dental, life, and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

SPECIAL NOTES AND REQUIREMENTS:

A State of Nevada/FBI background check will be required as well as a Child Abuse & Neglect Central Registry (CANS) check. The applicant is responsible for all applicable fees upon hire.

Applications will be accepted until recruitment needs are satisfied.

TO APPLY:

Please submit resume along with a comprehensive cover letter describing your interest and qualifications for the position to:

Division of Child and Family Services

Attn: Michelle Bennett, Human Resources Analyst

4126 Technology Way Suite 300

Carson City, NV 89706

Email to: michelle.bennett@dcs.nv.gov