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Executive Assistant

**DEPARTMENT OF BUSINESS AND INDUSTRY
LOCAL GOVERNMENT
EMPLOYEE-MANAGEMENT RELATIONS BOARD**

**RECRUITMENT ANNOUNCEMENT FOR THE POSITION OF
EXECUTIVE ASSISTANT – BOARD SECRETARY**

RECRUITMENT: The Local Government Employee-Management Relations Board is seeking qualified applicants for the position of Executive Assistant – Board Secretary. This is an open competitive recruitment, open to all qualified persons. This is an unclassified position that is appointed by and serves at the pleasure of the Local Government Employee-Management Relations Board.

AGENCY RESPONSIBILITIES: The Employee-Management Relations Board (EMRB), a Division of the Department of Business and Industry, fosters the collective bargaining process between local governments and their employee organizations (i.e., unions), provides support in the process, and resolves disputes between local governments, employee organizations, and individual employees as they arise.

POSITION RESPONSIBILITIES:

- Organize and prepare filings, case folders, board packets, and records for judicial reviews.
- Create electronic files from paper copies and serve as agency's Records Officer.
- Prepare official documents, including orders, and post notices.
- Schedule meeting locations and as agency's Travel Manager, arrange all travel.
- Draft professional level correspondence.
- Respond to inquiries from attorneys and the public by having a working knowledge of the agency's statutes, regulations, policies and procedures.
- Assist the EMRB Commissioner in budget preparation, approval and implementation.
- Responsible for accounts payable and accounts receivable including annual assessments.
- Prepare and organize annual filings from local governments and employee organizations.
- Maintain inventory of equipment and office supplies and order items as necessary.
- Maintain and update the agency's website.
- Create reports as requested by the Board, Commissioner and others.
- Work with the Commissioner to update and improve agency processes.
- Keep office areas and equipment clean, well-organized and in good working order.
- Maintain the confidentiality of sensitive information.
- Perform related duties as assigned.

QUALIFICATIONS:

- Graduation from high school or equivalent education.
- Four years of secretarial/office management experience preferably in a legal or regulatory environment. Budget and fiscal support experience desirable.
- Organized and able to multi-task several complex projects at a time.
- Self-motivated and able to work independently.
- Excellent written and verbal communication skills.
- Working knowledge of Microsoft Word, Excel and Outlook, including knowledge of mail merge features. Knowledge of Microsoft Access a plus.
- Ability to operate standard office equipment, including copier, fax, scanner, office computer, back-up drive, and Apple I-Pad.
- Pleasant, professional attitude as this position is the first line of contact with the public.
- Track record of good attendance as the EMRB is a two-person agency.

ANNUAL SALARY: Up to \$56,265. Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary. The State of Nevada offers an excellent benefit package that includes a retirement system; paid health, 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 also available. Please note that State of Nevada employees are subject to a mandatory unpaid furlough requirement of 48 hours per year (part-time prorated) through June 30, 2015.

LOCATION: Las Vegas, Nevada.

APPLICATIONS WILL BE ACCEPTED UNTIL: October 24, 2014 or until the position is filled.

SELECTION PROCESS: Applications may be screened by the EMRB Commissioner with the most qualified receiving an initial internal interview. Applicants ultimately deemed most qualified will then be interviewed by the EMRB Board members at a special Board meeting. The appointment of an applicant to the position will be at the sole discretion of the EMRB Board.

Please note: In accordance with the Nevada Open Meeting Law, all interviews conducted by the EMRB Board will be held in an open public meeting. Resumes/applications will be made available to the public.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

Bruce K. Snyder, Commissioner
Local Government Employee-Management Relations Board
2501 E. Sahara Ave., Suite 203
Las Vegas, NV 89104
Phone: 702-486-4504
Email: emrb@business.nv.gov (E-mail submissions are acceptable)

The State of Nevada is an Equal Opportunity Employer.