

Governor's Office of Economic Development



Executive Assistant (Non-Classified)

The Governor's Office of Economic Development in Las Vegas is seeking an Executive Assistant to work in the Southern Nevada Office.

SUMMARY DESCRIPTION:

Under general administrative direction, this position functions as administrative and/or program support for both the Executive Director and the Director of Business Development. Incumbent will supervise agency board meetings, administer business development contracts, and coordinate public records requests. Incumbent will support and track agency legislative, statutory and regulatory revisions and reporting. Assignments will include but are not limited to maintenance and adherence of agency policies and procedures, supervision and management of special events, and other special projects as assigned. Incumbent will supervise and manage a small team of southern Nevada administrative staff.

REPRESENTATIVE DUTIES:

- Manage appointments, presentations and travel.
- Maintain a precise calendar of meetings, including clear and timely updates.
- Research in advance speaking engagements and meeting participants.
- Interpretation of Nevada laws and regulations.
- Assist with creation and implementation of new legislation and regulation.
- Verbal and written interaction with high level government officials and executive staff.
- Contract administrative support with an understanding of transactional law.
- Supervise agency compliance, in coordination with senior staff and Attorney General's office.

Education/Training:

Legal secretary or legal assistant training preferred. Some college experience also preferred.

Experience:

Minimum of five years of executive assistant experience required, with overall experience of at least ten years preferred. Business transaction experience preferred, with an understanding of contract administration. varied professional experience which includes business contract administration. Candidate should have a working knowledge of Microsoft Word, Excel, PowerPoint.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

This position is a full time/Non-Classified position. The salary range for the Executive Assistant is \$46,000 - \$52,000 annually. Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary. The State of Nevada has an excellent benefit package that 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 a deferred compensation plan are available.

Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month starting July 1, 2011 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

This position will be located in Las Vegas, Nevada.

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Vera Adams, 808 West Nye Lane, Carson City, Nevada 89701 or via email at vadams@diversifynevada.com. **Please no phone calls.**