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Governor

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Executive Director

STATE OF NEVADA
DEPARTMENT OF TAXATION

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UNCLASSIFIED JOB ANNOUNCEMENT

**Executive Assistant, Department of Taxation
Carson City, Nevada**

POSTED NOVEMBER 25, 2014 - OPEN UNTIL DECEMBER 10, 2014

SPECIAL NOTIFICATIONS: This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Executive Director.

The Department of Taxation is seeking qualified candidates for the position of Executive Assistant. The position provides the highest level of administrative and secretarial support to the Executive Director.

The position will facilitate management processes by acting with authority and as an intermediary on delegated administrative support matters which require independent judgment, initiative and discretion in making determinations on varied problems and situations regarding issues of importance to the executive.

This position 1) requires an understanding of the complexity of problems and issues which impact the executive's area of responsibility; 2) has frequent personal contacts with the governor's staff, legislators, constitutional officers and representatives of external entities including taxpayers and the media; 3) has a high consequence of error associated with communications, actions and decisions; and 4) requires the knowledge, skills and abilities required to assist the highest level executives.

While some duties assigned to positions may seem similar to those of positions in the Administrative Assistant series in State Service, there are significant differences in the scope of responsibility, consequence of actions and decisions, and in the personal contacts typical of positions at this level.

APPROXIMATE ANNUAL SALARY:

Salary up to \$56,265* (*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.*)

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

BENEFITS:

The State benefits package 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 deferred compensation plans are available.

REPRESENTATIVE DUTIES

- Provide executive assistance in resolving administrative questions and issues not requiring the personal attention of the executive;
- Read and screen incoming correspondence and reports; make preliminary assessment of the importance of materials based on instructions from the executive, agency activities, and the predetermined, ongoing priorities of the organization
- Receive and screen incoming calls and visitors; evaluate requests and inquiries; determine which are priority matters and alert the executive accordingly; make decisions to contact the executive at off-site locations in critical situations; make referrals to appropriate administrative staff or provide requested information as appropriate.
- Maintain current knowledge of issues, problems, situations and activities of special interest to the executive
- Coordinate and facilitate the executive's calendar to schedule appointments and engagements; arrange conferences, meetings and hearings for commissions, boards, or other bodies;
- Review, proofread and edit documents prepared for the executive's signature; ensure work product quality and quantity control by reviewing documents, reports, forms, records, or other materials for content, completeness or accuracy; ensure proper grammar, punctuation, spelling and usage as well as appropriate distribution and archiving.
- Respond to inquiries from external entities, exercising discretion in disseminating information; describe programs, functions and activities; explain established regulations, policies, and legislative proposals; evaluate new regulations or legislative proposals and potential ramifications in order to inform, update or advise departmental and outside personnel.
- Participate in and take minutes during staff meetings and ensure follow up on items discussed.
- Plan, organize, coordinate and oversee special projects and assignments relative to the organization as requested by the executive.
- Perform related duties as assigned.

QUALIFICATIONS/EDUCATION:

Graduation from high school or equivalent education and five years of progressively responsible administrative support experience which included overseeing administrative office activities, maintaining complex records, and coordinating administrative communication including written and oral information to various managers and internal and external individuals and groups; or a college degree and the ability to learn and think quickly, a positive attitude and a strong work ethic and a desire to learn about the agency and our constituents.

Some knowledge of: Legislative and regulatory process; communication and public relations techniques; State laws, regulations, policies and procedures of the Department preferred.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL DECEMEBER 10, 2014

(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:

Department of Taxation

Attn: Cory Roberts

1550 E. College Parkway

Carson City NV 89706

croberts@tax.state.nv.us

In subject line please reference: Executive Assistant

The State of Nevada is an Equal Opportunity Employer.