



STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AGING AND DISABILITY SERVICES DIVISION

Administrative Office  
3416 Goni Road, D-132  
Carson City, NV 89706

(775) 687-4210 • Fax (775) 687-0574  
[adsd@adsd.nv.gov](mailto:adsd@adsd.nv.gov)

ROMAINE GILLILAND  
*Director*

JANE GRUNER  
*Administrator*

BRIAN SANDOVAL  
*Governor*

**Executive Assistant**  
AGING AND DISABILITY SERVICES DIVISION  
**Carson City, Nevada**

Salary to \$56,265 (employee-employer-paid retirement plan)

The Department of Health and Human Services is seeking qualified candidates for the position of Executive Assistant, Aging and Disability Services Division (ADSD).

Under general administrative direction, this position functions as administrative and/or program support for the Division Administrator. Incumbent will supervise agency supported board and commission meetings and coordinate public records requests. Incumbent will support and track agency legislative, statutory and regulatory revisions and reporting. Assignments will include special projects as assigned. Incumbent will supervise and manage a small team of administrative staff.

**Qualifications:** Minimum of five years of executive assistant experience required, with overall experience of at least ten years preferred. Candidate should have a working knowledge of Microsoft Word, Excel and PowerPoint, and the ability to manage a complex schedule.

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

**BENEFITS:** 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 NOTE:** All state employees are required to take 48 hours of unpaid furlough leave each fiscal year. Currently through June 2015.

**TO APPLY:**

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Aging and Disability Services Division  
Administrative Office  
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(775) 687-4210 ~ (775) 687-0574

Submit resume to: Sherri Vondrak  
Human Resources Manager  
Aging and Disability Services Division  
3416 Goni Road, Bldg D, #132  
Carson City, NV 89706  
Telephone: 775-684-4219  
E-mail: [SVondrak@adsd.nv.gov](mailto:SVondrak@adsd.nv.gov)

Resume must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, and professional references. A criminal history background check is required as a condition of employment.

Announcement Closes: URS