



DEPARTMENT OF HEALTH & HUMAN SERVICES  
DIRECTOR'S OFFICE  
4126 Technology Way, Suite 100  
Carson City, Nevada 89706  
Telephone (775) 684-4000 • Fax (775) 684-4010

**UNCLASSIFIED JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT  
CARSON CITY, NEVADA  
Salary up to \$56,265 (employee-employer-paid retirement plan)  
ANNOUNCEMENT CLOSES JULY 21, 2014 at 5:00 P.M.**

The Department of Health and Human Services (DHHS) is seeking qualified candidates for the position of Executive Assistant. This is an unclassified position and serves at the pleasure of the Director, DHHS.

The incumbent in this position is responsible to provide the highest level of administrative support to the Director, DHHS and to manage administrative support operations for the Director's Office. Assigned responsibilities include facilitating management processes in support of the Director on delegated matters which requires initiative, independent judgment, and knowledge of department operations.

The incumbent provides executive assistance in resolving administrative questions and issues not requiring the personal attention of the Director; acts in an administrative liaison capacity with various department staff, government officials and representatives of other organizations; transmits directives and assignments and monitors status of assignments with department staff; maintains a current knowledge of issues and situations of interest to the Director and the department as a whole; reviews and screens incoming correspondence and reports and assesses importance; within established parameters, resolves matters personally or forwards material to appropriate administrators or staff for analysis and reply; receives and screens incoming calls; evaluates requests and inquires and alerts Director accordingly; assists in resolving constituent concerns; composes correspondence on behalf of the Director; coordinates and facilitates the Director's calendar to schedule appointments; makes travel and lodging arrangements; schedules meetings and makes meeting arrangements; ensures agendas, background materials, presentations and other pertinent materials are prepared and distributed; takes and transcribes meeting minutes; reviews, proofreads and edits documents prepared for the Director's signature for content, accuracy and proper grammar, spelling and punctuation; supervises, trains and schedules and coordinates the work activities for administrative and clerical support staff in the Director's Office; maintains proficiency in software programs used by the Director's Office; organizes and maintains the Director's files; oversees organization and maintenance of the files for the Director's Office in accordance with state and federal laws and regulations; performs related duties as assigned.

## **PREFERRED QUALIFICATIONS:**

Graduation from high school or the equivalent education and five years of administrative support experience which included supporting someone in an managerial or executive capacity, overseeing administrative office activities, training and supervising staff, coordinating administrative communications, public relations, and maintaining complex records and files.

## **KEY SKILLS & ABILITIES:**

- Excellent organizational skills
- Outstanding skill in multi-tasking and scheduling
- Ability to work effectively in a multifaceted environment
- Initiative
- Ability to plan and implement goals
- Good judgment
- Ability to handle sensitive information and maintain confidentiality
- Excellent public relations and customer services skills
- Ability to remain calm under pressure
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office suite

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

## **TO APPLY:**

Submit résumé to: Kareen Masters  
Deputy Director, Administrative Services  
Nevada Department of Health & Human Services  
4126 Technology Way, Suite 100  
Carson City, NV 89706  
Telephone: 775-684-4012  
e-mail: [kmasters@dhhs.nv.gov](mailto:kmasters@dhhs.nv.gov)

Résumés must include educational background and 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 at the employee's cost is required as a condition of employment.