



Silver State Health Insurance Exchange

2310 S. Carson Street, Suite 2, Carson City, NV 89701 • T: 775-687-9939 F: 775-687-9932
exchange.nv.gov

JOB ANNOUNCEMENT: ADMINISTRATIVE ASSISTANT

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.

POSITION SUMMARY: The Administrative Assistant (AA) will perform a broad variety of clerical, secretarial, and administrative support duties under the guidance and direction of the Chief Operating Officer. The AA will support the Exchange by providing meeting support, taking minutes, running audio-visual equipment, posting agendas, etc. The AA will also be the backup to manage the content of the Exchange website, posting and deleting information as necessary, working with the State Enterprise Information Technology Services (EITS) team to keep the website up to date and within the state security guidelines. The AA will coordinate communications within/without the Exchange, schedule and coordinate meetings, conferences and publicized events. The AA will provide backup to other administrative staff, accounting staff, and human resources staff as required.

SALARY AND BENEFITS: Salary range is up to \$47,606 (employer/employee paid retirement). Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits. Other optional benefits are available, including a deferred compensation package. *Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.5% starting July 1, 2014 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.*

POSITION RESPONSIBILITIES: Under the general direction of the Chief Operations Officer, responsibilities include, but are not limited to:

- Process all incoming mail and faxes, process/draft correspondence, reports, policies and procedures, minutes, projects and other documents as needed; establish and maintain filing systems, including electronic systems, in a secure and confidential manner; process purchase orders for supplies; assist Exchange staff with travel requests and make travel arrangements; assist with public awareness activities, posting of information, brochures, notices, etc., to the Exchange website and on other venues as appropriate; answer telephone, evaluate call, respond to inquiry and/or refer to appropriate party; take and transmit accurate messages; place calls when requested; direct questions regarding project activities to Exchange staff responsible for area of inquiry.
- Work with Board and Advisory Committee members to schedule meetings; prepare meeting binders for Board/Advisory Committee members and handouts for the public; reserve meeting facilities; post agendas and distribute meeting materials; take and prepare meeting minutes; provide staff support to set up meeting space, post directional signs and greet guests.

QUALIFICATIONS/REQUIREMENTS: Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; experience working with digital/electronic or web sites or other graphic elements, **OR** an equivalent combination of education and experience.

LOCATION/TRAVEL: The position is based in Las Vegas, NV. Periodic travel in-state and out-of-state may be required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

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Chief Operations Officer
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