

BARBARA K. CEGAUSKE
Secretary of State

STATE OF NEVADA

JEFFERY LANDERFELT
*Deputy Secretary
for Commercial Recordings*

SCOTT W. ANDERSON
Chief Deputy Secretary of State



GAIL J. ANDERSON
*Deputy Secretary
for Southern Nevada*

**OFFICE OF THE
SECRETARY OF STATE**

WAYNE THORLEY
*Deputy Secretary
for Operations*

UNCLASSIFIED JOB ANNOUNCEMENT

Posted - September 15, 2015

Public Information Officer, Office of the Secretary of State

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Secretary of State.

AGENCY RESPONSIBILITIES:

The Secretary of State is an elected constitutional officer in the Executive Branch of state government in Nevada. Pursuant to the Nevada Constitution, the Secretary of State is responsible for maintaining the official records of the acts of the Nevada Legislature and of the Executive Branch of state government. Additional responsibilities include serving as the state's Chief Officer of Elections and enforcing laws and regulations related to elections and campaigns; registrar of corporations and other business entities that operate in Nevada; and administrator of the Nevada Securities Uniform Act. The Secretary of State also administers the state's online business portal, appoints and trains notaries public, registers domestic partnerships, maintains an online repository for advanced healthcare directives, and regulates document preparation services.

APPROXIMATE ANNUAL SALARY:

Up to \$71,603 plus benefits. **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.*

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.

NEVADA STATE CAPITOL
101 N. Carson Street, Suite 3
Carson City, Nevada 89701-3714
Telephone: (775) 684-5708
Fax: (775) 684-5725

**COMMERCIAL RECORDINGS
MEYER'S ANNEX OFFICE**
202 N. Carson Street
Carson City, Nevada 89701-4201
Telephone: (775) 684-5708
Fax: (775) 684-5725

LAS VEGAS OFFICE
555 E. Washington Avenue Ste. 5200
Las Vegas, Nevada 89101-1090
**SECURITIES
CORPORATIONS**
Telephone: (702) 486-2440
Fax: (702) 486-2452
Telephone: (702) 486-2880
Fax: (702) 486-2888

RENO OFFICE
500 Damonte Ranch Pkwy, Suite 657-A
Reno, Nevada 89521
Telephone: (775) 687-9950
Fax: (775) 853-7961

POSITION DESCRIPTION:

This position reports to the Chief Deputy Secretary of State. Under the direction of the Secretary of State or the Chief Deputy, the Public Information Officer performs all aspects of public outreach and media communications for the Office of the Secretary of State. Duties include, but are not limited to:

- Organizing and preparing media and public relations communications;
- Developing, implementing, and coordinating all media outreach strategies relating to the Office of the Secretary of State and its programs;
- Preparing and overseeing the dissemination of press releases, speeches, agency informational brochures, public service announcements, and articles for publication;
- Developing and reviewing website content and ensuring website information is current and accurate;
- Serving as the spokesperson for the Office of the Secretary of State to the media and public, responding to media and public inquiries as necessary, and facilitating interactions and responses between the media and public and the Secretary of State and appropriate staff;
- Organizing all aspects of media events and press conferences;
- Arranging, conducting, and facilitating media interviews and preparing background materials;
- Attending media, community, and other events related to the activities of the Office of the Secretary of State, representing the Secretary of State as necessary;
- Monitoring newspapers and other media outlets for items pertinent to the Office of the Secretary of State and ensuring early and prompt dissemination of clips to the Secretary of State and appropriate staff.
- Preparing, monitoring, and updating the media policy for the Office of the Secretary of State; and
- Providing periodic media training to the Secretary of State and appropriate staff.

TO QUALIFY:

Candidates must possess a Bachelor's degree in journalism, English, public or community relations, communications, or a closely related field and three years of professional experience in administering or directing a public information program, including writing media releases and newsletters, preparing and presenting speeches and multimedia presentations, independent media contact, development of public relations strategies, and journalistic writing. Public sector experience is preferred, but not required.

Qualified candidates must be able to respond effectively to questions from the media, state and local officials, and the public regarding controversial or high profile programs and activities and represent the agency in a positive light; develop and implement internal policies and controls relating to the Office of the Secretary of State's public information program; design and lay out publications; make oral presentations to employees, management, and community groups; tailor long- and short-range marketing strategies for promotion of programs and services; write scripts for multimedia use or for public service announcements; withstand pressure, remain calm, and

perform duties in a professional manner during crisis situations; and organize material, information, and resources in a systematic way to optimize efficiency.

POSITION LOCATION: Las Vegas or Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

(Please note that 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:

Email to: wthorley@sos.nv.gov

Or hard copies can be mailed to:

Office of the Secretary of State

Attn: Wayne Thorley

101 North Carson Street, Suite 3

Carson City, NV 89701

(775) 684-5720

In the subject line, please include your last name and reference: **Public Information Officer**

The State of Nevada is an Equal Opportunity Employer.