

STEVE SISOLAK
GOVERNOR



STATE OF NEVADA
OFFICE OF GOVERNOR STEVE SISOLAK
One Hundred One North Carson Street
Carson City, Nevada 89701

NON-CLASSIFIED POSITION ANNOUNCEMENT

Position Title: Staff Assistant/Budget Manager

Position Status: Full-time

Maximum Salary: \$43,000

Location: Carson City, NV

Position Summary/Scope of Work: The State of Nevada Office of the Governor is seeking a professional, highly organized, and energetic individual who has experience in government agencies to manage the office budget and provide administrative and operational support with a variety of clerical activities and related tasks. The duties of this position will include:

- Maintain and monitor financial and statistical information related to agency accounts, travel, licenses, programs and activities, revenues and expenses;
- Track master leave calendar, submit timesheets for all staff;
- Coordinate travel arrangements and reimbursement claims for all staff;
- Handle office tasks including but not limited to filing, formatting, generating reports and memos, setting up for meetings, reordering supplies;
- Responsible for maintaining day-to-day operations and appearance of the office;
- Manage calendars of Policy Director, Senior Advisor and General Counsel;
- Anticipate the needs of and provide general support to Policy Director, Senior Advisor and General Counsel; and
- Other duties as assigned

Minimum Education Required: Graduation from high school or equivalent education

Preferred Experience: Applicants preferably have four years of progressively responsible clerical accounting experience which included duties such as responsibility for accounts payable, accounts receivable, payroll and/or other accounting data; maintenance of complex records and files; providing administrative/program support to professional staff and management.

Skills Required:

- Type at least 45wpm
- Strong telephone skills and experience with multi-line phone system
- Ability to maintain discretion and confidential information
- Computer literate with a working knowledge of Microsoft Suite
- Exceptional verbal and written communication skills
- Strong attention to detail
- Excellent organizational skills
- Ability to multi-task
- Professional attitude

Application Process: This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties. Interested applicants must submit their cover letter, resume and a list of professional references to: RanDee Brems – randeebrems@gov.nv.gov.

Applicants will be considered until recruitment needs are satisfied.