



STATE OF NEVADA
OFFICE OF THE STATE TREASURER

UNCLASSIFIED JOB ANNOUNCEMENT

Treasurer's Executive Assistant

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 Treasurer.

AGENCY RESPONSIBILITIES:

The Office of the State Treasurer is a Constitutional Office of the State of Nevada, led by the State Treasurer who is elected to a four-year term. The Office's approximately 45 team members, located in Carson City and Las Vegas, administer five critical functions on behalf of the State and its residents: Cash Management, Debt Management, Investments, College Savings and Scholarship Programs, and Unclaimed Property.

POSITION DESCRIPTION:

The Treasurer's Executive Assistant is responsible for: maintaining the Treasurer's calendar; drafting and managing correspondence; planning and arranging travel; coordinating and preparing internal meetings; preparing and proofreading presentations and reports; and, other administrative or clerical office tasks. Additionally, the Executive Assistant provides basic customer service assistance for Unclaimed Property and College Savings and Scholarship customers, and serves as a first point of contact for general Treasurer's Office inquiries.

POSITION RESPONSIBILITIES:

- Coordinate and schedule meetings, appointments, engagements with staff and externally, including public officials, constituents, media, and boards; coordinate necessary teleconferencing, videoconferencing, presentation equipment, etc.; collate and distribute meeting materials; and, as needed, take meeting minutes.
- Prepare travel requests, reimbursements, and records, and book and manage travel reservations and logistics.
- Prepare and/or proof digital and physical correspondence, and send and verify distribution of correspondence.
- Serve as a primary customer service representative for phone, email, and walk-in customers regarding Unclaimed Property and College Savings and Scholarships; gain and maintain a basic understanding of Unclaimed Property and College Savings and

CARSON CITY OFFICE

State Treasurer
101 N. Carson Street, Suite 4
Carson City, Nevada 89701-4786
(775) 684-5600 Telephone
(775) 684-5623 Fax

STATE TREASURER PROGRAMS

Guinn Millennium Scholarship Program
Nevada Prepaid Tuition Program
Nevada College Savings Plans
Nevada College Kick Start Program
Unclaimed Property

LAS VEGAS OFFICE

State Treasurer
555 E. Washington Avenue, Suite 4600
Las Vegas, Nevada 89101-1074
(702) 486-2025 Telephone
(702) 486-3246 Fax

Scholarship programs; in basic instances answer questions, give instructions, perform searches, generate and receive forms; and, in advanced instances route customers to the appropriate work groups or supervisors.

- Assist with or manage general administrative and clerical duties, such as filing, mail sorting, etc.

MINIMUM QUALIFICATIONS:

- At least 3 years of executive-level administrative experience including excellent grammar and organizational skills, or comparable work experience.
- High school diploma or equivalent.

ADDITIONAL PREFERRED QUALIFICATIONS:

- Demonstrate a high level of responsibility and display good judgment, accuracy and discretion.
- Ability to work well in a team environment, handle stress in a constantly changing environment, and multi-task various projects and/or situations under pressure.
- Excellent customer service skills.
- Interpersonal skills to deal effectively with all business contacts.
- Work varied shifts, including weekends and holidays.
- General computer knowledge and computer skills including Microsoft Word and Excel (PowerPoint knowledge preferred).
- Able to effectively communicate in English, in both written and oral forms.
- Fluency in speaking and writing Spanish.

APPROXIMATE ANNUAL SALARY:

Up to \$63,340.00. Salary reflects (PERS) retirement contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.

BENEFITS:

The State of Nevada provides excellent benefits to employees that includes: a defined benefit retirement plan with vesting rights after five years of service; paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available. Also, Nevada has no personal income tax.

POSITION LOCATION/TRAVEL:

The position will be based in Las Vegas, Nevada. Periodic in-state and out-of-state travel is required.

INTERESTED APPLICANTS/HIRING:

Resumes will be accepted until the position is filled. Resumes will be reviewed upon receipt. Hiring may occur at any time during the recruitment process.

INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER AND RESUME TO:

Miles Dickson
Chief of Staff
Nevada State Treasurer's Office
555 E. Washington Ave., Suite 4600
Las Vegas, NV 89101
mdickson@nevadatreasurer.gov

In the subject line of the email, please include: "Last Name/Executive Assistant Position"

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.