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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM

HR #08-26

March 6, 2026

TO: State of Nevada Employees

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: State of Nevada Promotional Hiring Event

As part of one of the Governor's initiatives, the Division of Human Resource Management (DHRM) will be hosting a State Employee Promotional Hiring Event. This event is designed to allow current State of Nevada employees an opportunity to interview with various departments for promotional opportunities in the following job titles: Administrative Assistant 3, Administrative Assistant 4, Accounting Assistant 3, and Accounting Assistant 4.

To attend the event, employees must apply for the recruitment, be found eligible, and have an interview scheduled. This event is not designed for same day walk in interviews.

Key Event Details

- Event Time: 9:00 am to 3:00 pm
- Locations and Dates:
 - **Las Vegas, Tuesday, March 17, 2026**
 - 7251 Amigo Street, Suite #160, Las Vegas, Nevada 89119,
 - **Carson City, Wednesday, March 18, 2026**
 - 100 N. Stewart Street, Carson City, Nevada 89701
 - Interviews will be held in both training rooms on the first floor.

Each recruitment will have a 50-application threshold, so it is important that employees apply for these positions as quickly as possible. Once all applications have been reviewed, DHRM will facilitate the placement of candidates on eligible lists as well as assisting with the scheduling of interviews. The following recruitments and their associated job numbers will be utilized for this event. Please note that these recruitments will be **posted on Tuesday, March 3, 2026.**

- Administrative Assistant 3
 - Carson City: AdminA3_Interview Event CC
 - Las Vegas: AdminA3_Interview Event LV
- Administrative Assistant 4:
 - Carson City: AdminA4_Interview Event CC
 - Las Vegas: AdminA4_Interview Event LV
- Accounting Assistant 3:
 - Carson City: AcctA3_Interview Event CC
 - Las Vegas: AcctA3_Interview Event LV
- Accounting Assistant 4:
 - Carson City: AcctA4_Interview Event CC
 - Las Vegas: AcctA4_Interview Event LV

Hiring managers for all departments will be on hand to conduct interviews and make their hiring selection. Please allow for at least 15 minutes per interview. Candidates will be notified by email if they have been selected for hire via the NeoGov Insight portal.

Employees scheduled to interview, must ensure they notify their immediate supervisor of their attendance to the hiring event and the time they will be away from work. Per NAC 284.353, employees will be permitted time to attend these interviews

Please refer to the attached flyer and packet for more information and or contact **Darrell Morlan** (North) at 775-684-0126 or Darrell.Morlan@admin.nv.gov and **Susan Fowler** (South) at 702-486-0895 or sfowler@admin.nv.gov.