



**STATE OF NEVADA, OFFICE OF THE ATTORNEY GENERAL,
BUREAU OF CONSUMER PROTECTION¹**

ADMINISTRATIVE SERVICES OFFICER

Gross Salary: Up to \$94,350.00 Employee/Employer Paid or \$80,814.00 Employer Paid (DOE).

Duty Station: Carson City, with occasional travel and overnight stay.

Position Status: Non-Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Consumer Advocate. Employment contingent upon successful background and fingerprint checks.

Position Summary: This unclassified non-exempt position is under the Bureau of Consumer Protection and reports to the Consumer Advocate and Consumer Counsel. Under general supervision, this position helps lead the accounting functions of the Bureau of Consumer Protection. The responsibilities of this position include, without limitation: Overseeing the fiscal operations of the Bureau of consumer; tracking, balancing, and ensuring the accuracy of all aspects of several budgets; preparing and submitting the biannual budgets; completing and filing all necessary fiscal reports, forms, and documents; completing and monitoring complex contractual agreements; coordinating with various office staff, State agencies, other states, or other stakeholders; conducting internal audits, responding and cooperating with external audits, and preparing and implementing corrective action plans; reviewing and ensuring settlement recoveries are accurate; reviewing and ensuring costs, when incurred, are accurate; reviewing and ensuring allocations, disbursements, distributions, or payments are accurate and made timely and efficiently; providing supervision, support, and guidance to at least one direct report; ordering supplies; tracking inventory; and supervising travel. This position will also be responsible for other duties as assigned.

Minimum Education And Background: Applicants should possess:

- A Bachelor's Degree from an accredited college or university in business administration, accounting, finance, or related field; and
- Three (3) or more years of professional experience, including two (2) years of responsibility for two or more major business operations such as contracts and lease administration, grants administration, purchasing and warehouse operations, buildings and grounds maintenance and operations; and
- One (1) year of experience formulating, developing, analyzing, and administering agency budgets and/or conducting statistical/economic data collection, analysis, and research involving the application of advanced statistical, mathematical, and economic principles and research modeling; or
- Two (2) years of fiscal management, which is equivalent to a Management Analyst II in Nevada State service; or
- One (1) year of experience as a Budget Analyst II or Economist II in Nevada State Service performing duties as described above; or
- An equivalent combination of education and experience as described above.

Skills Required: Applicants must be well organized, highly motivated, and have the ability work independently with multiple tasks and deadlines while contributing to the accomplishment of team or office goals, objectives and activities. Applicants must, without limitation, have a general knowledge of the following skills: Organization and functions of Nevada State government; State administrative guidelines, policies, procedures, regulations, and statutes; funding sources; State fiscal policies and procedures; organizational planning; budgeting; governmental accounting; fiscal forecasting; contracting; purchasing; inventory control; ordering; data processing; planning; and organizing and managing broad and complex programs. Applicants must also have the ability to exercise managerial control in budget development, maintenance, reconciliation, and expenditure of funds. Applicants must be able to plan, organize, coordinate, and manage, and direct operations and activities of multiple budgets. Applicants must have good judgment; strong problem solving skills; and be able to develop and negotiate innovative solutions to complex

¹ *The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.*

issues where competing interests and conflicting opinions exist; make decisions requiring advanced knowledge of fiscal management and budgeting; and provide the highest level of technical and fiscal advisement to the Consumer Advocate and Consumer Counsel. Applicants must have the ability to supervise and evaluate the work performance of staff. Applicants must be proficient with basic office applications, including Word, Excel, Outlook, etc. Applicants must be highly professional, courteous, discrete, and punctual; and must be able to work in a team environment. Applicants must have effective written and verbal communication skills; be able to produce accurate and concise work product, including reports, summaries, and memorandums; and be able to effectively discuss complex issues. Applicants must be able to accept constructive criticism and negotiate differences in opinions.

Physical Demands: Mobility to work in typical office setting, use standard office equipment, and travel to various parts of the State and nationwide. Ability to read printed materials and computer screen; to hear and speak to communicate in person and virtually and over the telephone; to speak in clear and understandable manner. Reasonable accommodation available for some physical demands for otherwise qualified individuals upon request.

Benefits of Position Include:

- Student loan forgiveness after 10 years of public service
- Teleworking capability
- Work-life balance
- Public service/community involvement
- Retirement accrual after vesting
- Paid vacation, sick and family leave
- Medical/dental/life insurance

This announcement lists the major duties and requirements of the job and is not all-inclusive. A successful applicant is expected to develop job-specific skills and perform additional job-related duties as assigned.

Send cover letter, resume, at least three (3) references, and a work product sample to Chief Mark Krueger c/o Jana Whitson at jwhitson@ag.nv.gov.