



State of Nevada

Board of Examiners for Social Workers

4600 Kietzke Lane, #C-121, Reno, NV 89502

(775) 688-2555

Position Title: **Administrative Assistant II**

Location: **Reno, NV**

Job Summary: The Nevada Board of Examiners for Social Workers is searching for an Administrative Assistant II for our office in Reno, NV. The Board is looking for candidates that can provide excellent customer service while providing administrative support in a fast-paced environment. Candidates need to be detail-oriented and possess strong computer and interpersonal skills.

This position is eligible for excellent employee benefits, including:

- Pension retirement from the State of Nevada (PERS)
- Full medical, dental and vision benefits
- 11 paid holidays per year
- Paid sick leave

The salary for this position is \$37,440

Education and experience:

- High school diploma required.
- At least three years of experience as an administrative assistant is preferred.

Assigned Responsibilities:

- Provide administrative support to the Board of Examiners for Social Workers.
- Provide clerical and administrative tasks including drafting letters, responding to voicemails, maintaining calendars, drafting memos, reports and other documents for the members of the administrative team.
- Become familiar with Board electronic database. Enter information into and use information from the Board database to assist licensees.
- Provide support compiling agenda items, mail meeting notices in compliance with the Nevada Open Meeting law, prepare and send out meeting handouts and assist with physical arrangements of the board meetings.
- Complete board meeting follow-up including drafting minutes for approval and providing follow-up for any agenda items that require review.
- Monitor board member terms of appointment.
- Provide administrative support to the compliance unit as needed.

- Assist in answering phone calls for the agency.
- Complete ongoing training/education activities and cross training with other employees.
- Ability to communicate professionally with the general public.
- Perform other duties as needed.

Knowledge, skills and abilities:

- Good verbal and written communication skills.
- Good organizational skills and attention to detail
- Ability to work well with others during conversations, projects, meetings and other collaborations.
- Ability to manage change and deal with situations as they arise while maintaining professionalism.
- Ability to maintain confidentiality.
- Knowledge of office administration, clerical procedures, and record keeping systems.
- Proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.
- Knowledge of board policies and ability to understand Nevada statutes and regulations.

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 and may be required to have or develop additional specific job-related knowledge and skills.

How to apply:

Interested applicants must submit a cover letter, resume and two (2) professional references to:

State of Nevada Board of Examiners for Social Workers
Attn: Sandra Lowery, Deputy Executive Director
4600 Kietzke Lane, Suite C121
Reno, NV 89502
Telephone: (775) 688-2555
SLowery@besw.nv.gov

Applications will be accepted through July 7, 2023.

The Board of Examiners for Social Workers is an equal opportunity employer.