

STEVE SISOLAK
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State Of Nevada



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STATE CONTRACTORS BOARD

Administrative Assistant
Nevada State Contractors Board
Las Vegas, Nevada

Compensation

\$32,960 to \$56,440 Annually

Benefits Offered

401K, 457, Medical, Dental, Vision and Life Insurance

Employment Type

Full-Time

The Nevada State Contractors Board (SIU-Las Vegas Office) is seeking a full-time/nonexempt Administrative Assistant and requests all interested and qualified persons to apply. The position reports to SIU's Supervisor and directly assists SIU/Criminal Investigations high-level administrative support.

The successful candidate will possess excellent verbal and writing skills, experience working with confidential materials, knowledge of basic software, organizational skills, multi-tasking and completing assignments on short deadlines, basic mathematics skills and capability to work effectively as a team member.

POSITION SUMMARY

Under general supervision, the Administrative Assistant provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Depending on the department assignment, this position will handle confidential matters and have direct contact with department heads, supervisors, the Executive Officer and the Board. The Administrative Assistant may also interact with the general public, responding to complaint inquiries and assisting complainants. This position requires good communication skills, both orally and in writing and the ability to handle multiple tasks under tight deadlines.

ESSENTIAL DUTIES

- Composes, types, and distributes meeting notes, routine correspondence, violation letters, financial statement requests, and reports.
- Greets visitors and callers, handles their inquiries, takes messages or transfers calls to appropriate individuals.
- Opens, reads, routes and distributes incoming mail and other material and answers routine letters and attaches appropriate file to correspondence requiring replies.
- Assists with background investigations, complaint review and analysis and prepares spreadsheet analysis on victim complaints, advertising cases, and subpoenas.
- Prepares criminal industrial regulation reports for submission to the district attorney and/or the Board.
- Complies, maintains, and distributes departmental reports, including complaint aging, investigator reports and the special investigations unit's quarterly citation report.
- Operates office equipment such as fax machines, copiers and phone systems and use computers for spreadsheet, word processing, database management and other applications.
- Manages supervisor's calendar and independently schedules appointments

- Arranges complex and detailed travels plans and itineraries, compiles documents for travel-related meetings and processes travel expense reports.
- Processes license verifications and complaint history requests.
- Files and maintains records.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and processes for providing customer and personal service, which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administrative and clerical procedures and systems such as word processing, managing files and records and other office procedures and terminology.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Business and management principles involved in resource allocation and coordination of people and resources.

Skill in:

- Talking to others convey information effectively.
- Giving full attention to what other people are saying, taking time to understand points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Actively looking for ways to help people.
- Understanding written sentences and paragraphs in work-related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Managing one's own time and the time of others.
- Monitoring/assessing performance of yourself, other individuals, or the organization to make improvements or take corrective action.

Ability to:

- Communicate information and ideas in speaking so others will understand.
- Listen and understand information and ideas presented through spoken words and sentences.
- Add, subtract, multiply or divide quickly and correctly.
- Speak clearly so other can understand.
- Read and understand information and ideas presented in writing.
- Concentrate on a task for a period of time without being distracted.
- Communicate information and ideas in writing so others will understand
- Tell when something is wrong or is likely to go wrong; it does not necessarily involve solving the problem, only recognizing there is a problem and responding appropriately.

ATTRIBUTES AND COMPETENCIES

- To perform the job successfully, an individual should demonstrate the following attributes and competencies to perform the essential functions of this position.
- Team Work: balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit.
- Analytical: collects and researches data; uses intuition and experience to complement data.
- Organization support: follows policies and procedures; completes administrative tasks correctly and on time; supports firm's goals and values.
- Customer Service: responds promptly to customer needs; responds to requests for service and assistance.
- Dependability: follows instructions, responds to management direction, takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternative plan.
- Quality: demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.
- Professionalism: approaches others in tactful manner; treats others with respect and consideration regardless of their status or position; follows through on commitments.
- Ethics: treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Adaptability: adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.
- Oral Communication: Listens and gets clarification; participates in meetings.

- Written Communication: writes clearly and informatively; able to read and interpret written information.
- Judgment: exhibits sound and accurate judgment; includes the appropriate people in the decision-making process.
- Attendance/Punctuality: is consistently at work and on time; ensures work responsibilities are covered when absent.
- Planning/Organizing: prioritizes and plans work activities; uses time efficiently.
- Interpersonal: maintains confidentiality; remains open to others' ideas and tries new things.
- Initiative: seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

EDUCATION AND EXPERIENCE

Associates degree (AA/AS) or equivalent from a two-year college or technical school; or one (1) to two (2) years related experience and/or training; or equivalent combination of education, training and experience.

CERTIFICATES AND LICENSES

Must possess a valid Nevada Driver's license with insurable driving record.

ENVIRONMENTAL/PHYSICAL

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is occasionally exposed to outside weather conditions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to walk and use hands to finger, handle or feel. The employee is occasionally required to stand; reach with hands and arms; climb or balance.

HOW TO APPLY

To apply, send a resume to recruit6@nscb.state.nv.us .