

**STEVE SISOLAK**  
*Governor*

## State Of Nevada



MEMBERS  
Kent Lay, Chairman  
Margaret Cavin  
Bryan Cowart  
Joe Hernandez  
Jan B. Leggett  
Boyd Martin  
Steve Menzies

## STATE CONTRACTORS BOARD

**Northern Nevada**  
5390 Kietzke Lane, Suite 102  
Reno, NV 89511  
(775) 688-1141  
Fax (775) 688-1271  
Investigations: (775) 688-1150

[www.nscb.nv.gov](http://www.nscb.nv.gov)

**Southern Nevada**  
8400 W. Sunset Road, Suite 150  
Las Vegas, NV 89113  
(702) 486-1100  
Fax (702) 486-1190  
Investigations: (702) 486-1160

**Administrative Assistant**  
Nevada State Contractors Board  
Reno, 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 (NSCB)** is seeking a full-time Investigations Assistant and requests all interested and qualified persons to apply.

The successful candidate must possess excellent verbal and writing skills, the ability to work with confidential materials in the administrative support of the investigations department, knowledge of basic software, strong organizational skills, including multi-tasking and completing assignments on short deadlines, basic mathematics skills, and a capability to work effectively as a member of a team.

### **DUTIES AND RESPONSIBILITIES**

- Must possess and maintain strict confidentiality, professionalism, excellent communication skills and customer service at all times; work efficiently and effectively under stressful conditions; can multitask, meet deadlines, and maintain an organized efficient record keeping system.
- Working knowledge of State regulations, laws, and requirements related to disciplinary hearings.
- Screen incoming calls, visitors, correspondence and reports; make preliminary assessment of the importance of materials; resolve matters personally as directed.
- Coordinate and facilitate internal/external meetings; schedule work activities to facilitate adherence to and accomplishment of work objectives.
- Compose correspondence, prepare investigative reports and disciplinary notices.
- Perform data entry and record keeping tasks associated with the various investigative programs.
- Help coordinate and facilitate preparations for Board and committee meetings.
- Record and prepare meeting minutes.
- Participate in special assignments and/or work groups as directed.
- Maintain calendar of meetings and other activities, coordinate travel arrangements, and handle routine office details.
- Willing to perform all other duties as assigned by supervisor.

## **KNOWLEDGE**

- Detailed knowledge of the functions and operations of an administrative position.
- Knowledge and work experience in a government setting preferred but not required.

## **EDUCATION AND EXPERIENCE**

- Graduation from high school or equivalent education and five years of progressively responsible administrative support experience, maintaining complex records, and coordinating administrative communication including written and oral information to various managers and work groups; or an equivalent combination of education, training and experience.

## **SKILLS AND ABILITIES:**

- Work independently and effectively at all levels of an organization.
- Be well-organized and attentive to detail.
- Learn quickly and multi-task.
- Clearly communicate, both orally and in writing.
- Demonstrate proficiency in Microsoft Word, Excel, and power Point.
- Possess excellent writing skills.

**Interested persons may submit their resume to: [recruit@nscb.state.nv.us](mailto:recruit@nscb.state.nv.us)**