



DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIRECTOR'S OFFICE

Helping people. It's who we are and what we do.



December 20, 2022

Unclassified Position Announcement

EXECUTIVE ASSISTANT

DIRECTOR'S OFFICE

Salary to \$63,340 (employee/employer-paid retirement schedule)

RECRUITMENT OPEN TO: All qualified persons.

RECRUITING FOR: A full-time Executive Assistant supporting the Director of the Department of Health and Human Services.

LOCATION: The position will be located in Carson City, and will work in the office Monday-Friday, 8:00-5:00.

POSITION STATUS: This position is non-exempt (FLSA) and serves at the will of the Director. Employment is contingent upon completion of NCIC/NCJIS criminal background and a fingerprint history check.

POSITION SUMMARY: The State of Nevada Department of Health and Human Services is seeking an Executive Assistant to provide direct support to the Department Director and the executive team. This position will be responsible for all administrative tasks in support of the Director, including but not limited to the following:

- Track and prepare legislative requests for information responses to ensure timely submission to the Interim Finance Committee, Governor's Finance Office, and the Legislative Counsel Bureau.
- Manage the executive team calendars, scheduling of appointments, arrange meetings, prepare travel requests, secured room locations, equipment, teleconferencing, and any other applicable systems and materials needed.
- Ensures agendas, background information, minutes and other pertinent materials are printed in advance of meetings.
- Organizes and maintains confidential records and files for the Director ensuring the security of the information.
- Assess and interpret data reports and incoming correspondence to facilitate responses and recommendations on problems affecting programs and communicate with the Director, Deputies, and other senior staff as appropriate to resolve matters and ensure responses are timely and in conformance of established standards.
- Ensure quality control of correspondence, form creation, reports, logs, presentations, charts and website updates.

- Write and prepare concise, logical, and grammatically correct materials; communicate effectively both orally and in writing.
- Contact, coordinate and communicate effectively with Governor's Office staff, legislators, internal and external agency executives and entities with direct consequence of any actions or decisions.
- Coordinate/manage office issues (maintenance, etc.) as necessary.
- Supervisory: responsible for supervising four (4) Administrative Assistants and coordinating four (4) Executive Assistants within the department.

EDUCATION AND EXPERIENCE: Desired qualifications include graduation from high school or equivalent education. A bachelor's degree in a business or social science discipline is preferred.

Applicants must possess good written and verbal communication skills. Experience supporting executive level staff is beneficial but not required. Applicants must be professional, well organized, self-motivated, highly collaborative, ethical, and punctual.

BENEFITS: Benefits include medical, dental, life and disability insurance programs; participation in the Public Employee's Retirement plan (PERS); 11 paid holidays each year; accrual of three weeks annual leave and three weeks of sick leave each year.

TO APPLY: Interested persons may submit their resume via email to:

Director's Office Human Resources

400 West King St., Ste 300

Carson City, NV 89703

DOHR@dhhs.nv.gov

Resume should include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving.

This announcement will remain open until recruitment needs are satisfied. Interested candidates are encouraged to apply right away.

This announcement lists some of the major duties and requirements of the position but is not all-inclusive of the duties and requirements of the position. Candidates may be expected to perform additional job-related duties and may be required to have or develop additional job-related knowledge and skills. This position requires mobility to work in a typical office setting and use of standard office equipment; and the ability to travel to various locations throughout the state via car or plane. A valid drivers license is required.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of 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.