

Steve Sisolak
Governor



Nevada Department of
Public Safety
Dedication Pride Service

George Togliatti
Director

Sheri Brueggemann
Deputy Director

Director's Office

555 Wright Way
Carson City, Nevada 89711
Telephone (775) 684-4808 - Fax (775) 684-4809

Executive Assistant, Nevada Department of Public Safety

Location: Carson City, Nevada

Posted: September 16, 2022

Position Summary:

The State of Nevada Department of Public Safety (DPS), State Police is seeking an energetic and highly motivated individual to serve as the Executive Assistant to provide direct support to the Department Director and the executive team. This is an unclassified, at-will, fulltime exempt position which is appointed by and serves at the pleasure of the Director and Deputy Director of DPS. The position will work in the office Monday-Friday, 8:00am to 5:00pm.

Recruitment Open To:

This is an open competitive recruitment, opened to all qualified applicants. Resumes and letters of interest will be accepted on a first come, first serve basis until the position is filled. Hiring may occur at any time during the recruitment process.

Salary and Benefits:

This position is compensated up to \$63,973.00 employer/employee paid retirement. Excellent benefits package including health, dental and vision insurance, Public Employees Retirement Plan, three weeks paid vacation, three weeks sick leave, eleven paid holidays and **no** state, county, city or social security tax! Nevada boasts not only exciting 24-hour cities, but recreational opportunities for outdoor enthusiasts such as camping, boating, fishing, biking and hiking with stunning mountain scenery and picturesque high desert splendor.

Position Responsibilities include:

This position will be responsible for all administrative tasks in support of the Director and Deputy Director, including but not limited to the following:

- 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.

Capitol Police • Highway Patrol • Investigations • Parole and Probation • State Fire Marshal • Training Division
• Office of Traffic Safety • Office of Professional Responsibility • Office of Criminal Justice Assistance
• Records, Communications and Compliance • Office of Cyber Defense Coordination • Emergency Response Commission

- Ensures agendas, background information, minutes and other pertinent materials are printed/provided electronically 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.
- Coordinate communication/activities with the PIO on department items.
- Answer phone calls, first point of contact for Director's Office
- Prepare presentations, Power Points, Spreadsheets as directed
- 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 (supplies, inventory, maintenance, etc.) as necessary.
- Provides administrative/technical direction and acts as a focal point to departmental staff concerning administrative activities such as Governor's background checks, Window Tint letters, book travel for agencies, events planning for holidays for the office and retirement's, maintain records, maintain Training Room, etc.
- Work closely with the Governor's office and the AG's office
- Obtain and maintain Notary status for the Director's office
- Accept special project assignments, conducting necessary research, gather information, composing results in a clear and concise manner and format as directed.
- Must maintain strict confidentiality

Qualifications:

Desired qualifications include must possess excellent written and verbal communication skills, knowledgeable/proficient with office business software including Word, Excel, PowerPoint, TEAMS, Zoom, internet browser, etc. Experience supporting executive level staff is preferred but not required. Applicants must be professional, well organized, self-motivated, highly collaborative, ethical, and punctual.

Background Investigation:

The selected candidate must pass the DPS pre-employment background investigation to include criminal history checks. The candidate will also be required to obtain a federal security clearance at the time of appointment and for continuing employment.

TO APPLY:

Please submit a cover letter and detailed resume that includes a description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, how you heard about the position and professional references to:

Mary Gordon, Human Resources Manager

Nevada Department of Public Safety

555 Wright Way

Carson City, NV 89701

775.684.4703

mgordon@dps.state.nv.us

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.