

Steve Sisolak
Governor



Richard Whitley, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF HEALTH CARE FINANCING AND POLICY

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



Suzanne Bierman,
JD MPH
Administrator

EXECUTIVE ASSISTANT UNCLASSIFIED

Division of Health Care Financing and Policy

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

RECRUITMENT OPEN TO: All qualified persons.

RECRUITING FOR: A full-time unclassified position with the State of Nevada, Division of Health Care Financing and Policy in Las Vegas, Nevada. The position is appointed by the Division Administrator.

The State of Nevada Division of Health Care Financing and Policy is seeking an Executive Assistant to provide support to the Division Administrator in the form of scheduling, travel requests, research, analysis and composition of limited agency reports, correspondence, speaking points, Policy and Procedures Manual to assist in meeting the agency and program responsibilities. During legislative sessions, serves as coordinator for tracking legislative requests. This position provides support to committees established through legislation including the Advisory Committee on Medicaid Innovation (ACMI); which includes, coordinating the meeting process from beginning to end.

The Executive Assistant works under limited supervision of the Administrator.

QUALIFICATIONS: Desired qualifications include graduation from high school or equivalent education. Additionally, experience in the following areas: coordinating boards or commission meetings and minute taking; office management and supervision; familiarity with board processes; excellent writing/proofreading skills; writing manuals and policies; familiarity with the Nevada Open Meeting Law; working with high level officials/administrative personnel.

LOCATION: The position will be located in Las Vegas.

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:

Submit resume to: Logan Kuhlman, Personnel Officer
Division of Health Care Financing and Policy, Human Resources
1100 E. William Street

Carson City, NV 89701
Telephone: 775-684-3688
e-mail: lkuhlman@dncfp.nv.gov

Resume must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, and professional references. A criminal history background check is required as a condition of employment.

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