



State of Nevada

Invites you to apply for

Executive Secretary



THE STATE OF NEVADA

MISSION

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**“OUR CAPACITY TO
ACHIEVE GREAT DEEDS
WILL NEVER BE IN
QUESTION, BECAUSE WE
WILL FOLLOW THE NEVADA
WAY – NEVER GIVE UP,
NEVER GIVE IN, AND NEVER
STOP DREAMING.”**



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



Nevada Certified Court Reporters Board

MISSION STATEMENT:

Encourage proficiency in the practice of court reporting as a profession; promote efficiency in court and general reporting; and extend to the courts and public the protection afforded by a standardized profession by establishing a standard of competency for those engaged in it. The practice of court reporting in the state of Nevada is declared to affect the public health , safety, and general welfare and is subject to regulation and control in the public interest.

VISION STATEMENT:

Encourage proficiency in the practice of court reporting as a profession; promote efficiency in court and general reporting; and extend to the courts and public the protection afforded by a standardized profession by establishing a standard of competency for those engaged in it. The practice of court reporting in the state of Nevada is declared to affect the public health , safety, and general welfare and is subject to regulation and control in the public interest.

The Executive Secretary is responsible for the day-to-day administrative and financial operations of the Nevada Certified Court Reporters Board. This position works closely with the Board Chair, Board members, legal counsel, licensees, and State agencies to support the Board's regulatory responsibilities.

The position is ideal for an organized, dependable, self-motivated individual who enjoys working independently and managing a variety of administrative responsibilities.

UNIT SECTIONS:

NA

THE IDEAL CANDIDATE



Join a team where your impact will matter from day one.

WHAT WE'RE LOOKING FOR:

The position is ideal for an organized, dependable, self-motivated individual who enjoys working independently and managing a variety of administrative responsibilities.

WHAT YOU'LL BE DOING:

Independently manage the Board's day-to-day administrative operations, including public inquiries, records, files, licensing databases, applications, renewals, continuing education tracking, examinations, and website updates. Maintain financial records in QuickBooks, including accounts payable/receivable, deposits, reconciliations, payroll, financial reports, required filings, and budget support. Coordinate Board and committee meetings, agendas, postings, materials, and minutes in accordance with applicable requirements. Assist the Board Chair and legal counsel with complaints and disciplinary matters, and support workshops, hearings, regulatory and legislative activities. Prepare required State reports, coordinate with agencies and outside organizations, and perform other duties necessary to support Board operations.

QUALIFICATIONS:

Six months of hands-on QuickBooks experience, including financial reporting, accounts payable/receivable, reconciliations, and payroll. Must possess strong organizational and time-management skills, basic proficiency in Microsoft Word and Excel, and the ability to work independently, maintain confidential records, manage deadlines, and learn applicable Nevada laws and Board procedures. Administrative, bookkeeping, regulatory, government, or professional licensing board experience is preferred but not required.

KEY QUALITIES & COMPETENCIES:

Strong organizational, communication, and time-management skills with attention to detail and the ability to work independently.

Working knowledge of QuickBooks, basic bookkeeping, financial reporting, Microsoft Office, and general office technology.

Ability to maintain confidential information, exercise good judgment, meet deadlines, work professionally with diverse stakeholders, and learn and apply applicable Nevada laws, regulations, Open Meeting Law requirements, and Board procedures.

SALARY:

\$28 per hour (not to exceed 28 hours per week)

LOCATION:

North Las Vegas, Nevada 89031

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- No Nevada State income tax
- Medical, dental, life, and disability insurance coverage
 - Twelve paid holidays per year
 - Three weeks of annual leave
 - Three weeks of sick leave
- Participation in the Public Employees' Retirement System (**PERS**)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term and CBA employees



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Please send interested inquiries to:

Heidi Konsten, the Chair of the Board at konstenccr@earthlink.net

In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.

Thank you!

