



NEVADA STATE CONTRACTORS BOARD

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www.nscb.nv.gov

Job Opportunity Nevada State Contractors Board Executive Assistant

Recruitment open until filled

Office Hours: 7:00 a.m. – 4:00 p.m. Monday - Friday

The Nevada State Contractors Board (NSCB) is seeking a full-time Executive Assistant and requests all interested and qualified persons to apply. The position reports to NSCB's Executive Officer, based in Henderson. The position directly assists the Executive Officer on high-level, confidential, and administrative tasks relative to Board activities.

The successful candidate will possess excellent verbal and writing skills, experience working with confidential materials in positions of executive administrative support, knowledge of basic software, strong organizational skills, including multi-tasking and completing assignments on short deadlines, strong understanding of government and the ability to read and interpret government documents, such as legislation, statutes, regulations, etc., 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; works 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 purchasing, administration and ethics; comprehensive understanding of NSCB's Strategic Plan, activities, and operating policies, procedures, and regulations.
- Provides executive assistance in resolving administrative questions and issues not requiring the personal attention of the Executive Officer including conferring with internal and external stakeholders/members of the public.
- Screens incoming, calls, visitors, correspondence and reports; makes preliminary assessment of the importance of materials based on instructions from the Executive Officer; resolves matters personally as directed.
- Maintains current knowledge of issues, problems, situations and activities of special interest to the Executive Officer regarding the agency; monitors media coverage and alerts the Executive Officer to new developments or articles of interest.
- Coordinates and facilitates the Executive Officer's calendar, including all logistics for travel and internal/external meetings; schedules work activities for internal staff to facilitate adherence to and accomplishment of work objectives.
- Composes correspondence and prepares administrative reports and/or financial records, relying on agency and non-agency source material; also reviews, proofreads and edits documents prepared for the Executive Officer's signature.
- Explains established agency rules, regulations, policies, and legislative proposals; evaluates new regulations or legislative proposals and potential ramifications in order to inform, update or advise departmental personnel.
- Conducts research and studies relating to Board operations and procedures; gathers, analyzes and interprets data to develop recommendations on various matters; ensures implementation of new procedures; keeps managers informed.
- Prepares narrative and statistical justifications in support of requests; monitors, reviews and approves expenditures within authority delegated by the Executive Officer and in accordance with established State purchasing procedures

and NSCB Policies and Procedures; conducts research related to the cost, quality applicability and effectiveness of new or improved office equipment and systems.

- Provides input regarding current and anticipated administrative requirements; recommends additional equipment, system upgrades or other technological advancements.
- Willing to perform all other duties as assigned by supervisor.

KNOWLEDGE

- Detailed knowledge of the functions and operations of an administrative office.
- Working knowledge of the principles of supervision and training if applicable to the assignment; maintenance of budget and financial records.
- Knowledge and work experience in a government setting preferred.

EDUCATION AND EXPERIENCE

Graduation from high school or equivalent education and five years of progressively responsible administrative support experience, which included overseeing administrative office activities, 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.

SALARY

Position salary range: 43,260 to 67,980

The Nevada State Contractors Board does not participate in PERS or PEBP.

Interested persons may submit their resume to: Margi Grein, Executive Officer at: mgrein@nscb.state.nv.us