



# Office of the Governor

## **JOB ANNOUNCEMENT**

Posted – November 16, 2021

### **Executive Assistant** **Office of the Governor**

The Office of the Governor is seeking qualified applicants for the position of Executive Assistant. This is a non-classified, at-will, full-time exempt position within the State of Nevada. This position reports to the Chief of Staff in the Office of the Governor. This position is located in Las Vegas, Nevada.

#### **DUTIES AND RESPONSIBILITIES:**

The Executive Assistant for the Office of the Governor provides a broad range of clerical, secretarial and administrative support. Responsibilities include answering phones, filing documents, data entry, maintaining records and files, scheduling meetings and appointments, typing memos and letters and producing other documents, taking minutes of meetings, monitoring budgets and accounts, maintaining supplies and equipment, receiving, sorting and delivering mail. This position involves working within a highly professional environment.

#### **SALARY AND BENEFITS:**

The salary for this position is ranges from \$48,000 to \$60,000. Employees receive the same benefits available to state employees generally, which includes paid annual leave, paid sick leave, health insurance and retirement benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health, vision and dental benefits available to all employees may be accessed at <https://pebp.state.nv.us/>. Other optional benefits are available, including a deferred compensation program.

#### **PREFERRED QUALIFICATIONS:**

Graduation from high school or equivalent education is required. Knowledge and experience with Microsoft Office Suite is required. The successful candidate must also have at least 2 years of relevant work experience, which may include experience as a secretary or administrative assistant in a professional setting. Applicants must possess excellent customer service and be able to communicate clearly in writing and verbally. The Executive Assistant must be professional and have the ability to work within a group or independently.

**APPLICATION DEADLINE:** Until recruitment needs are satisfied.

**SUBMIT COVER LETTER AND RESUME TO:**

Morgan Briscoe

Office of the Governor

[morganbriscoe@gov.nv.gov](mailto:morganbriscoe@gov.nv.gov)

In subject line please reference: Executive Assistant