



# State of Nevada

*Invites you to apply for*

# Executive Assistant





# THE STATE OF NEVADA

## MISSION STATEMENT:

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 STATEMENT:

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.



### MISSION STATEMENT:

*To ensure access to affordable, reliable care by leveraging the state's buying power, streamlining programs and services, and driving better quality and more innovation in the health care system, while staying true to the values of public service, fiscal discipline, and accountable leadership.*

### VISION STATEMENT:

*A healthy, thriving Nevada where health care is affordable and reliable for all.*

The Silver State Health Insurance Exchange is the state agency that operates the on-line Marketplace known as Nevada Health Link where eligible Nevada consumers can shop for, compare, and purchase quality and affordable health insurance plans with ease. The Exchange facilitates and connects eligible Nevadans who are not insured by their employer, Medicaid, or Medicare to health insurance options. Individuals can purchase ACA certified Qualified Health Plans through the Exchange and if eligible, can receive subsidy assistance to help offset their monthly premiums and out-of-pocket costs. An intuitive web page will guide consumers through the application process with a number of useful tools including plan and rate comparison tools, prescription drug availability, and provider network.

### UNIT SECTIONS:

Consumer Health Services

Health Care Purchasing &  
Compliance

Nevada Medicaid

Public Employees Benefits  
Program

# THE IDEAL CANDIDATE



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

## WHAT WE'RE LOOKING FOR:

An ideal candidate for an Executive Assistant role in Nevada state government is highly organized, discreet, and adaptable. They should possess excellent written and verbal communication skills, strong attention to detail, and the ability to manage multiple priorities in a fast-paced, often sensitive political environment. Familiarity with state procedures, legislative processes, or administrative law is highly desirable. The candidate should demonstrate professionalism, sound judgment, and the ability to work both independently and collaboratively with internal staff and external stakeholders. Experience with calendar management, meeting preparation, and records handling is essential.

## WHAT YOU'LL BE DOING:

The Executive Assistant provides high-level administrative support to the Executive Director and senior leadership across the Division of Consumer Health Services (CHS) within the Nevada Health Authority. This includes direct support for the Administrator, Deputy Administrator, the Executive Director of the Silver State Health Insurance Exchange (SSHIX), and agency managers overseeing Eligibility and Enrollment Policy and the Public Option. The role serves as a critical liaison between leadership and staff, managing calendars, coordinating directives, arranging meetings and travel, and preparing agendas, minutes, and briefings. The Executive Assistant also screens communications, drafts and edits sensitive documents, maintains confidential records, and responds to inquiries with professionalism and discretion. In addition, they contribute to operational efficiency through research, coordination of administrative staff, and oversight of day-to-day office functions—while remaining informed on key issues impacting CHS leadership and the broader Nevada Health Authority.

## QUALIFICATIONS:

Graduation from high school and at least five years of administrative experience supporting someone in an Executive capacity which included overseeing administrative office activities, maintaining complex records and coordinating administrative communications to various managers and work groups; OR an equivalent combination of education and experience.

## KEY QUALITIES & COMPETENCIES:

Excellent interpersonal, verbal and written communication skills.

Excellent organizational skills and the ability to complete assignments within tight time-frames.

Knowledge of state administrative regulations, policies, and open meeting law requirements.

Proficiency in the use of Microsoft Word, Excel, Access, and PowerPoint software.

Typing speed of at least 65 wpm.

## SALARY:

Employee/Employer Paid: \$79,532, yearly  
Employer Paid: \$68,122, yearly

## LOCATION:

Carson City



# STATE BENEFITS

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

- 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 employees
- CBA



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:

Name: Logan Kuhlman, Personnel Officer,  
Email: [Lkuhlman@nvha.nv.gov](mailto:Lkuhlman@nvha.nv.gov) (Subject Line: Carson City Executive Assistant)  
Phone: 775-684-3688  
Until recruitment needs are satisfied.

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!

