

STEVE SISOLAK
GOVERNOR



STATE OF NEVADA
OFFICE OF GOVERNOR STEVE SISOLAK
One Hundred One North Carson Street
Carson City, Nevada 89701

NON-CLASSIFIED POSITION ANNOUNCEMENT

Position Title: Carson City Staff Assistant

Position Status: Full-time

Salary Range: \$43,000 - \$50,000

Location: Carson City, NV

Position Summary/Scope of Work: The State of Nevada Office of the Governor is seeking a professional, highly organized, and energetic individual who has experience in government agencies to manage the office budget and provide administrative and operational support with a variety of clerical activities and related tasks. The duties of this position will include:

- Maintain and monitor financial and statistical information related to agency accounts, travel, licenses, programs and activities, revenues and expenses;
- Track master leave calendar, submit timesheets for all staff;
- Coordinate travel arrangements and reimbursement claims for all staff;
- Handle office tasks including but not limited to filing, formatting, generating reports and memos, setting up for meetings, reordering supplies;
- Responsible for maintaining day-to-day operations and appearance of the office;
- Manage calendars of Policy Director, Senior Advisor and General Counsel;
- Anticipate the needs of and provide general support to Policy Director, Senior Advisor and General Counsel; and
- Other duties as assigned

Minimum Education Required: Graduation from high school or equivalent education

Preferred Experience: Applicants preferably have four years of progressively responsible clerical accounting experience which included duties such as responsibility for accounts payable, accounts receivable, payroll and/or other accounting data; maintenance of complex records and files; providing administrative/program support to professional staff and management.

Skills Required:

- Type at least 45wpm
- Strong telephone skills and experience with multi-line phone system
- Ability to maintain discretion and confidential information
- Computer literate with a working knowledge of Microsoft Suite
- Exceptional verbal and written communication skills
- Strong attention to detail
- Excellent organizational skills
- Ability to multi-task
- Professional attitude

Note: This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties. Interested applicants must submit their cover letter, resume and a list of professional references to: RanDee Brems – randeebrems@gov.nv.gov.

Applicants will be considered until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of 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.