

## **RECRUITING ANNOUNCEMENT**

### **Administrative Assistant**

Location: Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an Administrative Assistant to perform a broad variety of clerical, secretarial, and administrative support duties.

This role at GOED requires management of day-to-day tasks to keep the agency well organized and running smoothly. Assignments require a general knowledge of clerical practices, and the ability to apply this knowledge to assigned duties. Administrative Assistants are a jack of all trades and a direct reflection of an organization. They are the first to greet someone at the door, first to answer the telephone, and are often the first contact for questions.

#### **Core Functions & Responsibilities:**

##### **Administrative Support**

- Provides reception area coverage, including routing phone calls, answering the door, and sorting mail
- Creates and routes purchase order request forms for approval
- Responsible for agency P-card purchases
- Orders office supplies and maintains the office supply inventory
- Manages schedules and calendars
- Maintains accurate inventory of assets for the agency
- Prepares for meetings, takes minutes, and composes detailed summaries of meeting discussions and decisions
- Delivers documents to other agencies as needed
- Occasional event planning
- Coordinates travel, produces travel request forms and reimbursement claims
- Develops purging and archiving procedures according to established records retention schedules
- Releases information upon receipt of properly executed consent agreements or court orders according to legal or regulatory requirements and/or agency policies and procedures

#### **Knowledge/Skills/Abilities/Experience:**

- Knowledge of Microsoft Office products
- Ability to work independently and with a team
- Excellent written and oral communication skills
- Attention to detail, positive attitude, and strong customer service skills
- Valid driver's license

**Salary and Benefits:**

\$48,000 annually. This position will be full-time, non-classified and non-exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

**Location:**

Carson City, Nevada

**To Apply:**

Interested applicants must email or mail a cover letter and resume to:

Michelle Sibley, Director of Human Resources, Diversity and Inclusion  
Nevada Governor's Office of Economic Development  
808 W. Nye Lane  
Carson City, NV 89703  
[msibley@goed.nv.gov](mailto:msibley@goed.nv.gov)

**Application Deadline**

Resumes will be accepted 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.*