

# State of Nevada Announces Recruitment For...

## PROGRAM OFFICER 3 - 07.643

**APPROXIMATE ANNUAL SALARY - \$46,938.24 to \$69,718.32 PAY GRADE: 35**

\*Permanent, full time vacancies as they may occur in this geographical location.  
\*In order to receive consideration, applicants must indicate their availability to work in one or more geographic locations.  
\*Department: Attorney General  
\*Division: Attorney General  
\*Location: Carson, Minden, Gardnerville, Genoa  
\*Open to all qualified persons.  
\*Applications accepted for another 14 Days 5 Hrs 35 Mins

**ANNOUNCEMENT NUMBER 31183**

\*Posted 04/06/17  
\*Direct inquiries to:  
KARA SULLIVAN  
(775)684-0126  
or email ksullivan@admin.nv.gov

### **The Position**

Program Officers perform administrative work in planning, coordinating, and directing a comprehensive program or program function for a specific clientele.

Incumbents function as first-line supervisors who train, supervise and evaluate the performance of assigned staff; assign and review work; and initiate disciplinary action.

This position will coordinate, manage and administer the extradition programs of the State of Nevada, which includes control of all matters relating to the Uniform Criminal Extradition Act (UCEA), Interstate Agreement on Detainers Act (IAD); develop budgets; oversee fiscal operations; provide continuing education to the law enforcement community on all aspects of the extradition process; prepare and present effective instructions regarding the UCEA and IAD Acts; interact with officials from other states as well as the federal government; and supervise staff, among other duties. Knowledge with Microsoft Office (e.g. WORD, EXCEL, ACCES, POWERPOINT, etc.) is preferred. \*\*\* THIS RECRUITMENT MAY CLOSE AT ANY TIME BASED ON THE AMOUNT OF APPLICATIONS RECEIVED. QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE. \*\*\*

To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-7\\_0/](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-7_0/)

### **To Qualify**

#### **Education and Experience**

1) Graduation from an accredited college or university in public administration or related field and two years of previous experience in planning, coordinating or administering a program: OR two years experience as a Program Officer II in Nevada State service; OR graduation from high school or the equivalent and six years of previous experience in planning, coordinating or administering a program; OR an equivalent combination of education and experience.

#### **Special Requirements**

1) A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.  
2) A State of Nevada/FBI background check will be required of the selected applicant.

## Examination

### PROGRAM OFFICER 3

The exam will consist of a rating of training and experience weighted 100%. It is essential that applications include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Failure to answer the questions will result in a score based solely on the application.

Qualified applicants will be contacted by the hiring agency for interview.

- 1) Minimum Qualification Element (Base Points for T&E's) - 70 Points
- 2) Describe your professional level customer service experience, including the number of years, which included handling complaints/concerns and resolving conflicts: A) in a public sector setting; B) in a private sector setting.
- 3) Do you have program experience directly related to the position being recruited for in the following areas: A) planning a program ; B) developing a program including developing guidelines and procedures; C) evaluating and analyzing a program? If yes, please describe your experience.
- 4) Describe your experience, including the number of years, writing formal reports, newsletters or directives.
- 5) Describe your professional level public relations experience, including the number of years, with: A) community organizations and public contacts; B) community education and outreach.
- 6) Describe your experience, including the number of years, supervising employees.
- 7) Describe your conflict resolution experience in the following areas:  
A) handling customer complaints; B) serving on an advisory committee, task force, and/or panel with responsibility to hear and resolve conflicts; C) managing staff/employee issues.
- 8) Describe your experience, including the number of years, in fiscal management.

The following additional questions are part of this Recruitment

- 1) Please describe your experience with public speaking, including addressing small groups and presenting at large conferences.

#### **Direct inquiries or correspondence to:**

#### **Nevada State Department of Personnel**

Division of Human Resource Management  
Northern Nevada  
209 East Musser Street,  
Room 101  
Carson City, Nevada 89701-4204

Division of Human Resource Management  
Southern Nevada  
555 East Washington Avenue,  
Suite 1400  
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

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