

State of Nevada Announces Recruitment For...

ADMINISTRATIVE ASSISTANT 4 - Website Administration/Help Desk - 02.210

APPROXIMATE ANNUAL SALARY - \$39,943.44 to \$58,380.48 PAY GRADE: 29 *A Permanent, full time vacancy *Department: Attorney General *Division: Attorney General *Location: Carson, Minden, Gardnerville, Genoa *Open to all qualified persons. *Applications accepted for another 10 Days 1 Hrs 32 Mins	ANNOUNCEMENT NUMBER 38133 *Posted 08/27/19 *Direct inquiries to: DARRELL MORLAN (775)684-0126 or email darrell.morlan@admin.nv.gov
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The Position

Administrative Assistants perform a broad variety of clerical, secretarial and administrative support duties in an assigned agency, program or other work unit within State government and the Nevada System of Higher Education.

Incumbents possess a degree of knowledge and proficiency sufficient to perform advanced-level work and may provide work direction and training to others.

This position assists the office in all aspects of internal and external website administration and support including maintenance and creation of new content pages; creating and maintaining online forms requiring electronic signatures and associated workflows; assisting the help desk with first level support including coordination of on-boarding and off-boarding employees; tracks and maintains purchases and warranty information including inventory control; and assists technology staff with documentation and meeting support. Prior help desk experience is strongly 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-2_0/

To Qualify

Education and Experience

1) Graduation from high school or equivalent education and four years of progressively responsible relevant work experience which included experience in one or more of the following areas: providing administrative/program support to professional staff and management; performing secretarial duties in support of a manager; coordinating communications between the manager, staff and program clientele; supervision of subordinate staff; researching information from internal and external sources; OR one year of experience as an Administrative Assistant III in Nevada State service; OR an equivalent combination of education and experience.

Special Requirements

- 1) A pre-employment criminal history check and fingerprinting are required.
- 2) Requires a valid driver's license or evidence of equivalent mobility at the time of appointment and for continuing employment.

Additional Position Criteria

- 1) Experience working with Web Content Management Systems is required.

Examination

Application Evaluation Exam

The exam will consist of an application evaluation. It is essential that applications include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

The following additional questions are part of this Recruitment

- 1) Do you have experience working within a help desk system? If so, please explain.
- 2) Do you have any purchasing and/or inventory control experience? If so, please explain.

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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