

# Job Title: ADMIN ASSISTANT 4

Requisition ID 17707 - Posted 03/07/2023 - ATTORNEY GENERAL'S OFFICE - ATTORNEY GENERAL'S OFFICE - HR-ATTY GENERAL ADMIN ACCOUNT - Reno, Sparks - Clerical & Related Services - Permanent - Full Time

## ADMIN ASSISTANT 4 - Requisition ID: 17707

**Recruitment Type:** [Open Competitive](#)

**Posting Close Date:** 3/17/2023

**Geographical Location:** Reno, Sparks

**Department:** ATTORNEY GENERAL'S OFFICE

**Division:** ATTORNEY GENERAL'S OFFICE

**Business Unit:** HR-ATTY GENERAL ADMIN ACCOUNT

**Work Type:** PERMANENT

**\*Pay Grade:** GRADE 29

**Salary Range:** \$40,340.16 - \$58,965.12

**Full-Time/Part-Time:** Full Time

**Recruiter:** CLARK MANDICHAK

**Phone:** 775 684-0154

**Email:** cmandichak@admin.nv.gov

### **Position Description**

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.

The incumbent will collect, document and electronically record complaint/referral information; conduct an initial review of complaint information as requested by the supervisor. The position will also conduct field work both independently and with investigators to include: document retrieval, grand jury subpoena submissions, evaluating intake information obtained, and assisting with request letter and search warrants operations; and will serve as the terminal operator for NCIC criminal information system as needed. The incumbent is responsible for preparing surveys and statistics required by the Deputy Chief and maintaining supporting documentation; using office-wide specific opening procedures and having consistency of input of matters and all related entries to matters. The position will continue to verify that all information being entered in matters is complete and accurate; correct information found to be inaccurate; and close matters in accordance with the closing procedures, making sure all the information is updated and correct and disposition added.

Upon request, the position locates defendants assets; performs title searches, liens and access financial records; procures, analyzes and interprets computerized data, financial and medical records; and assists investigators with research and proper procedures. Incumbents possess a degree of knowledge and proficiency sufficient to perform advanced-level work and may provide work direction and training to others.

**To see full Class Specifications visit:** [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-2\\_0/](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-2_0/)

### **Minimum Qualifications**

- 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 as described above.

### **The Examination**

#### **Application Evaluation Exam**

- The exam will consist of an application and resume evaluation. It is essential that applications/resumes 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.

### **Special Requirements**

- A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will not be required to pay for these items.
- This position requires a valid driver's license or evidence of equivalent mobility at the time of appointment and for continuing employment.

**This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.**

**\*The salary range indicated in this announcement is based on the Employee/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range.**

**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.**