

Job Title: ADMIN ASSISTANT 4

Requisition ID 13800 - Posted 10/17/2022 - ATTORNEY GENERAL'S OFFICE - ATTORNEY GENERAL'S OFFICE - HR-ATTY GENERAL ADMIN ACCOUNT - Carson, Minden, Gardnerville, Genoa - Clerical & Related Services - Permanent - Full Time

ADMIN ASSISTANT 4 - Requisition ID: 13800

Recruitment Type: [Statewide Promotional](#)

Posting Close Date: 10/31/2022

Geographical Location: Carson, Minden, Gardnerville, Genoa

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: JENNIFER M KAUBLE

Phone: 775 684-0128

Email: JenniferKauble@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 Attorney General's office is hiring for an Administrative Assistant 4 to support the office's Personnel Analyst 1 and Chief Personnel Manager. The incumbent will conduct new hire orientations; complete termination/resignation paperwork; run reports; use spreadsheets to track personnel transactions, evaluations, and State training requirements; enter transactions into the new SuccessFactors system; and file personnel documents. This position requires familiarity with the Nevada Administrative Code (NAC), Nevada Revised Statutes (NRS), Family & Medical Leave Act (FMLA), Catastrophic leave, and other state and federal guidelines and regulations. The incumbent will be the back up to the Personnel Analyst 2 when needed and will do special projects as assigned by the Chief Personnel Manager, Personnel Analyst 2, Legal Office Managers, and other Senior Management.

Experience working in HR for the State of Nevada as well as experience with Prolaw, SuccessFactors HR, payroll, and Advantage is preferred but not required.

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//

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.
- 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.