

State of Nevada Announces Recruitment For...

ADMINISTRATIVE ASSISTANT 4 - Minimum Qualifications Waived - 02.210

APPROXIMATE ANNUAL SALARY - \$50,153.76 to \$73,309.68 PAY GRADE:

29

*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: Las Vegas, Boulder City, Indian Springs, Jean, Henderson

*Open to current classified employees in the specified Department, with at least 6 months of continuous, full-time equivalent service.

*Applications accepted for another 6 Days 2 Hrs 46 Mins

ANNOUNCEMENT NUMBER 50177

*Posted 01/14/25

*Direct inquiries to:

CLARK MANDICHAK

(775)684-0154

or email clarkmandichak@admin.nv.gov

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.

PER EXECUTIVE ORDER 2024-007, ALL MINIMUM QUALIFICATIONS HAVE BEEN WAIVED FOR THIS POSITION UNTIL JUNE 30TH, 2025. Please refer to the link for more information: <https://gov.nv.gov/Newsroom/ExecOrders/Executive-Orders/>

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 is responsible for a variety of duties in the Investigation Division of the Attorney General's Office. The Admin Assistant 4 (AA4) assists the Investigation Division by providing support to Division Chief and Deputy Chiefs, various investigative unit supervisors, and their staff. The AA4 supports all Investigation Division units, to include General and Consumer Fraud, Missing Children, Human Trafficking, Tobacco Enforcement, and other units as needed. Investigation support can involve general administrative duties, as well as investigative assistant duties related to scanning, copying, or cataloging evidence. This position serves on the NCIC Team as either a Terminal Agency Coordinator or Assistant Terminal Agency Coordinator. Duties include attending training and maintaining certification in furtherance of running criminal history checks, driver's license and registration queries, as well as warrant entry and clearance. This position assists with the background investigation process by taking fingerprints and running criminal history checks for new and existing staff. In addition, this position assists with the tracking and recording of crime statistics for the FBI's National Incident-Based Reporting System. This position collects information and processes reports necessary to create identification cards for identity theft victims.

THIS RECRUITMENT MAY CLOSE WITHOUT FURTHER NOTICE DEPENDING ON THE NUMBER OF APPLICATIONS RECEIVED. 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 as described above.

Special Requirements

1) 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.

2) This position requires a valid driver's license or evidence of equivalent mobility at the time of appointment and for continuing employment.

Additional Position Criteria

1) This recruitment is only open to current classified employees in state service with at least six months of continuous, full-time equivalent service.

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.

Direct inquiries or correspondence to:

Division of Human Resource Management

Division of Human Resource Management
Northern Nevada
515 East Musser Street,
First Floor
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

Division of Human Resource Management
Southern Nevada
7251 Amigo St,
Suite 120
Las Vegas, NV 89119

TDD for the Hearing Impaired (800) 326-6868