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*Solicitor General*

STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

1 Nevada Way, Suite 100  
Las Vegas, Nevada 89119

***Unclassified Position Announcement***  
***Open and Competitive***

**POSITION TITLE:** Executive Assistant

**GROSS SALARY:**

\$79,532.00 (Employer/Employee Paid Retirement)

\$68,122.00 (Employer Paid Retirement)

**DUTY STATION AND HOURS:** Las Vegas, Nevada. The hours will generally be Monday through Friday, 8:00 a.m. to 5:00 p.m., although occasional early morning, evening, and weekend hours may be required.

**POSITION STATUS:** Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Attorney General. Employment with the Office of the Attorney General ("OAG") is contingent upon successfully completing a NCIC/NCJIS background check and fingerprint criminal history check.

**POSITION SUMMARY:** Executive Assistants provide the highest level of administrative and secretarial support to members of the OAG's senior executive team. Assigned responsibilities include facilitating management processes by acting as an intermediary on delegated administrative support matters that require initiative, independent judgment, and discretion in making determinations on varied problems and situations regarding issues of importance to the executive.

The Executive Assistant position reports directly to General Counsel to the Attorney General. The General Counsel is a member of the OAG's senior executive team and advises the Attorney General and OAG personnel on a broad range of legal and policy matters. The reporting relationship alone is not sufficient to warrant allocation to this class. In order to be allocated to this level, the position must be assigned duties comparable to the representative duties listed below.

Positions in this class are distinguished from Administrative Assistants by the complexity of problems and issues which impact the executive's area of responsibility; the frequency and content of personal contacts with elected officials, legislators, government officials, State administration, and representatives of external entities including the media; the consequence

of error associated with communications, actions and decisions; and the knowledge, skills and abilities required to assist the highest level executives. While some duties assigned to positions in this class may seem similar to those of positions in the Administrative Assistant series, there are significant differences in the scope of responsibility, consequence of actions and decisions, and in the personal contacts typical of positions at this level.

#### **EXAMPLES OF DUTIES:**

- Provide executive assistance in resolving administrative questions and issues not requiring the executive's personal attention; act as an administrative liaison in conferring with managers, government officials, and representatives of other organizations concerning program activities and operations; and follow up on assignment status with OAG staff.
- Read and screen incoming correspondence; make preliminary assessment of the importance of materials based on the executive's instructions, agency activities, and the predetermined, ongoing OAG priorities; resolve matters personally within parameters established by the executive; follow up as required to ensure responses are timely and in conformance to established standards.
- Receive and screen incoming calls and visitors; evaluate requests and inquiries; determine which are priority matters and alert the executive accordingly; make referrals to appropriate administrative staff or provide requested information as appropriate.
- Maintain current knowledge of issues, problems, situations, and activities of special interest to the executive regarding the OAG as a whole and its divisions and programs.
- Coordinate and facilitate the executive's calendar to schedule appointments and engagements; arrange and facilitate conferences, meetings, trainings, and hearings for commissions, boards, attorneys or other bodies; make travel, lodging, and meeting room arrangements.
- Compose correspondence and prepare administrative reports, relying on a variety of source material; respond to requests for public records or information regarding programs and activities; communicate the activities, views, and commitments of the executive.
- Review, proofread, and edit documents prepared for the executive's signature; ensure work product quality and quantity control by reviewing documents, reports, forms, records, or other materials for content, completeness, or accuracy; ensure proper grammar, punctuation, spelling, and usage as well as appropriate distribution and archiving.
- Respond to inquiries from external entities, exercising discretion in disseminating information.
- Organize and maintain confidential records and files for the executive; ensure the security of privileged information in accordance with federal and State laws and regulations; authorize access to information as appropriate.
- Provide administrative support for the OAG's continuing legal education ("CLE") and professional training program, including correspondence with the State Bar of Nevada and National Association of Attorneys General.
- Provide administrative and logistical support for the OAG's Legal Internship Program.

- Plan, organize, coordinate, and oversee special projects and assignments relative to the OAG as requested by the executive.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and five years of progressively responsible administrative support experience which included overseeing administrative office activities, maintaining complex records, and coordinating administrative communication including written and oral information to various managers and work groups; **OR** one year of experience as an Administrative Assistant IV in Nevada State service which included administrative support duties as described above; **OR** an equivalent combination of education and experience as described above. Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment.

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Detailed knowledge of:** functions and operation of a legal or government executive office.

**Ability to:** provide administrative assistance and secretarial support to an executive; communicate clearly and convey detailed and complex information to others on behalf of the executive; perform specialized program support duties which require analytical and creative thinking; plan, develop and implement production goals, work performance standards and specific processes and procedures required to complete projects and ongoing assignments; manage the executive's calendar as requested; receive and respond to inquiries involving complex and sensitive issues which directly impact staff, operations and activities; make operational decisions related to program support activities and office management within established limits of authority; research and investigate complex questions and issues requiring the review and consideration of historical data, current developments and probable outcomes; compose effective correspondence, announcements, training materials, narrative summaries and reports, proposals and recommendations, and other written materials; compile and analyze records, numerical and descriptive information from forms, applications, contracts, spreadsheets, invoices, and other materials.

**Skill in:** operation of personal computers including email and calendar management, file management, word processing, spreadsheets, forms management, Microsoft Teams, OneNote, database management, and associated business applications; operation of office equipment such as copiers, calculators, printers, and other equipment.

**WORKING CONDITIONS:** This position requires mobility to work in a typical office setting, use standard office equipment, and travel to offices and courts in various parts of Nevada or United States. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**This position announcement lists the major duties and requirements of the job and is not all-inclusive. The Executive Assistant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.**

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

Interested applicants should submit their cover letter, résumé, writing sample, and a list of three professional references to:

Office of the Attorney General  
Attn: General Counsel  
1 State of Nevada Way, Suite 100  
Las Vegas, Nevada 89119  
E-mail: [AGGeneralCounsel@ag.nv.gov](mailto:AGGeneralCounsel@ag.nv.gov)

*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.*