

# Nevada State Board of NURSING

## **Job Posting:** Executive Assistant

**Summarized Job Description:** The executive assistant provides executive-level support and reports directly to the Executive Director and two General Counsels within the agency. The executive assistant serves as liaison to Board members of the Nevada State Board of Nursing and internal/external stakeholders. The ideal individual must be organized and exercise good judgment in a wide range of situations. The executive assistant must possess strong interpersonal skills to build strong relationships with staff, Board members, and other stakeholders. The executive assistant will work independently at times and must be self-driven. The executive assistant will be accountable for handling a wide variety of responsibilities and must multitask effectively and work well under pressure. The executive assistant must possess executive-level written and verbal communication skills. Additional responsibilities include but are not limited to:

- Managing an extremely active calendar of meetings;
- Corresponding with board members, committee members, and the public;
- Research, prioritize, and follow-up on incoming issues and concerns to the Executive Director and General Counsels;
- Coordinate travel and all meeting preparations for Board members and executive staff in Southern and Northern Nevada;
- Assist General Counsels with the preparation, proofing, and mailing of legal documents;
- Adhere to compliance with applicable statutes and regulations include the Nevada Open Meeting Laws.

The executive assistant position is a full-time, Monday - Friday, 8:00 a.m. – 5:00 p.m. position. Some travel is required.

### **Education and Experience Requirements:**

1. Bachelor's degree preferred;
2. One year of legal assisting experience or equivalent education preferred;
3. Five years in an executive-level support position preferred.

### **Salary and Benefits:**

The beginning salary is \$42,000 annually and will be set commensurate with knowledge and experience as described in this document. Board employees currently receive all (11) state-observed holidays. Employees receive the equivalent of fifteen (15) hours of Paid Time Off monthly. The position is a salaried position and serves at the Board's pleasure, the members of which are appointed by the Governor of the State of Nevada. The Board receives no Nevada General Fund monies and exists solely on licensure and certification fees. The position is entitled to receive health and retirement benefits through the State of Nevada Public Employee Benefit Plan and the Public Employee Retirement System.

### **How to apply:**

Interested applicants must submit a cover letter describing how the applicant meets the requirements of the position and a resume to Nevada State Board of Nursing, Attn: Gail Trujillo, 5011 Meadowood Mall Way, #300, Reno, NV, 89502, via fax to 775-687-7707 or email scanned documents to [gtrujillo@nsbn.state.nv.us](mailto:gtrujillo@nsbn.state.nv.us).