

JOE LOMBARDO
Governor

STATE OF NEVADA



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STATE CONTRACTORS BOARD

JOB OPPORTUNITY **Nevada State Contractors Board** **Receptionist / Customer Service Representative** **Reno, Nevada**

Receptionist Position

The Nevada State Contractors Board is seeking a full-time Receptionist/Customer Service Representative and requests all interested and qualified person to apply. The position reports to the Licensing Supervisor in Reno, Nevada.

The successful candidate will possess excellent communication and customer service skills, experience working in a professional office environment, ability to meet customer expectations in a positive and professional manner, and possess the ability to multi-task in a fast-paced environment.

Duties and Responsibilities

- Answers incoming calls and responds to requests for information.
- Provides assistance to customers concerning a variety of issues related to licensing and enforcement matters.
- Processes incoming and outgoing mail.
- Prepare cash receipts for funds received.
- Process documents related to license bonding requirements.
- Willing to perform all other duties as assigned.

Education and Experience

- Graduation from high school or equivalent education and one to two years of related experience in a professional office environment.

Skills and Abilities

- Ability to effectively deal with all types of customers.
- Clearly communicate, both orally and in writing.
- Effectively operate a multi-line telephone system.
- Be well-organized and attentive to detail.
- Demonstrate proficiency in Microsoft Word and Excel.

Salary and Benefits

Starting annual salary is between \$40,000 - \$55,765; to be determined based on experience. Benefit package includes Medical, Dental, Vision, Long Term Disability, 401 and 457 pension plans. The Board is a quasi-State agency and employees are not participants in the Nevada P.E.R.S. retirement program

How to Apply

Interested persons may submit their resume to recruit3@nscb.state.nv.us