

JOB OPPORTUNITY
Nevada State Contractors Board
Administrative Assistant
Las Vegas, Nevada

The Nevada State Contractors Board is seeking a full-time administrative assistant and requests all interested and qualified person to apply. The position reports to the Licensing Supervisor in Las Vegas, Nevada.

The successful candidate will possess excellent communication and office support skills.

Duties and Responsibilities

- Responds to general customer inquiries and calls.
- Prepares correspondence, reports and other documentation in support of licensing duties.
- Reviews applicant and licensee compliance with bonding requirements.
- Processes mail, including preparation of cash receipts.
- Provides preliminary review and routing of documents.
- Performs record keeping task, including scanning of document into assigned document storage system.
- Performs general support duties for licensing department.
- Willing to perform all other duties as assign.

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.
- Attention to accuracy and detail-oriented.
- Process and organize documents.
- Ability to process documents into a content document platform.
- Be well-organized and attentive to detail.
- Have the ability to successfully multi-task.
- Demonstrate proficiency in Microsoft Word, Excel, using a desktop computer, scanner and Outlook.

Salary and Benefits

Starting annual salary is between \$33,949 - \$49,226; 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.

Interested persons may submit their resume to recruit4@nscb.state.nv.us