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STATE OF NEVADA  
COMMISSION ON MINERAL RESOURCES  
**DIVISION OF MINERALS**  
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## ***State of Nevada Classified Job Announcement***

### **COMMISSION ON MINERAL RESOURCES**

#### **DIVISION OF MINERALS**

#### **ADMINISTRATIVE ASSISTANT IV**

**Recruiting For: A full-time classified position in Carson City, Nevada.**

#### **Recruitment Type: Open competitive\***

\*Hiring may occur at any time during the recruitment process. A resume with appropriate information including three professional references is the minimum application.

#### **Annual Salary: \$40,340 to \$58,965 per year\* (Grade 29).**

\*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.

#### **Position Description**

The successful candidate will be expected to: perform all Human Resources related functions for the 11-person agency; engage with walk-in members of the public to solicit their requests; perform notary public services for the agency; initiate, receive, and process payments; process mail; order agency supplies; and perform general clerical duties. The incumbent will also coordinate and facilitate preparations for public Commission meetings and record and prepare meeting minutes. The incumbent will be cross trained to act as a backup for the Program Officer II position when needed.

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. Incumbents possess a degree of knowledge and proficiency sufficient to perform advanced level work independently with little or no additional training.

### **Essential Functions**

1. Provide Agency HR Services – Process ESMT’s and fill out paperwork for new hires, seasonal, and terminated employees. Oversee recruitment and retention process. Track staff training requirements.
2. Assist the Program Officer II – Back up the Program Officer in their absence. Pay vouchers, billing claims, incoming revenue, and other financial functions.
3. Receptionist – Answer general office phone and visitor’s enquiries regarding agency programs and direct them to appropriate staff. Process incoming mail and log-in received checks.
4. Serve as Executive Assistant to the Commission on Mineral Resources – Communicate with the Commissioners concerning appointments, agendas, minutes, travel, and expense accounts. Attend quarterly meetings of the CMR and oversee the transcription of the minutes. Organize and send out CMR packets and post public meetings according to the Nevada Open Meeting Laws.
5. Assist the Administrator – Compile the monthly reports to the CMR and members of the public. Assist in other duties as assigned.
6. Assist the Deputy Administrator – Maintain Reclamation Bond Pool database, including mailing of invoices, issue receipts, provide notary public services, and act as back-up for generation of bond pool documentation.
7. Maintain the agency Fixed Asset Inventory and Tracking report – Keep track of appropriate agency equipment and process annual report. Ordering of supplies, order/request print jobs (business cards, reports, AML mini-units, etc..)
8. Education Outreach - Assist with agency education and public outreach efforts, including the annual Northern Nevada Teachers’ workshop. Attend Nevada Mining Association Education Committee meetings. Apply and coordinate Teachers’ Credit with Nevada Department of Education.
9. Maintain the Annual Status and Mine Production Report database – Assist in mail-out, process received reports and coordinate with Nevada Bureau of Mines and Geology.

### **Minimum Qualifications**

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: maintenance of complex records and files; preparation and processing of financial and statistical documents such as payroll, travel, and assisting staff and management with projects and activities; 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.

Experience working independently and effectively at all levels of an organization; Well-organized and attentive to detail; Clear communication, both orally and in writing; Demonstrated proficiency in SuccessFactors and Microsoft Office; and the desire and ability to learn quickly and multi-task are required for this position.

### **Special Requirements**

This position requires a valid driver's license or evidence of equivalent mobility at the time of appointment and for continuing employment. The position also requires an appointment as a notary public in Nevada for continued employment.

### **The Nevada Division of Minerals**

Our mission is to encourage and assist in the responsible exploration for, and the production of, minerals, oil, gas, and geothermal energy which are economically beneficial to the state, to provide for public safety by identifying, ranking, and securing dangerous conditions at mines that are no longer operating, and collect and disseminate information on exploration, production, and related topics. The Division is part of the Commission on Mineral Resources, a seven-member public body appointed by the Governor which directs mineral-related policy for the Division and advises the Governor and Legislature on matters relating to mineral resources. The Division focuses its efforts on three main areas: industry relations and public affairs, regulation of fluid mineral drilling activities and well operations, and abandoned mine lands. Further information concerning the Division is available on the website at [minerals.nv.gov](http://minerals.nv.gov).

### **Benefits**

Medical, dental, and vision insurance programs are available; paid vacation and sick leave; 11 paid holidays per year; retirement plan (PERS), life and disability insurance program, and tax-sheltered deferred compensation programs are also available. State employees do not contribute to Social Security.

### **Equal Employment Opportunity/Affirmative Action**

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.

### **Application Evaluation Exam**

The exam will consist of an application evaluation. It is essential that applications include detailed information with timeframes 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.

***Any interested person may apply using the following link:***

**<https://careers.nv.gov/job/CARSON-CITY-ADMIN-ASSISTANT-4-NEVA-89703/905824300/>**