

# Nevada State Board of Dental Examiners



6010 S. Rainbow Blvd., Bldg. A, Ste.1 • Las Vegas, NV 89118 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Unclassified Position Announcement

## **Nevada State Board of Dental Examiners**

**Position Title:** Administrative Assistant

**Position Status:** Full-time

**Salary:** \$10-25 per hour

**Location:** Las Vegas- Travel may be required

### **Position Summary/Scope of Work:**

Administrative Assistants perform a broad variety of clerical, secretarial and administrative support duties for the Nevada State Board of Dental Examiners (NSBDE). Typical duties include maintaining records and files; composing and editing correspondence; data entry; office management; accounts payable/receivable, billing, bookkeeping, budget monitoring, accounts maintenance, reconciling credit cards, and payroll; typing and word processing; answering telephones and relaying information; reception; duplicating and distributing materials; preparing for meetings and taking minutes; ordering and stocking supplies and equipment; receiving, sorting and delivering mail; reviewing and processing applications, forms and other documents; operating office equipment such as copiers, personal computers, computer terminals, calculators, facsimile machines, printers, and other equipment; track fixed assets and personal property; and performing related duties as assigned.

Assignments are broadly stated in terms of objectives to be met, and/or they are specialized and require the use of analytical and critical thinking to determine appropriate action. Problem resolution often requires research, comparison, and examination of detailed agency/program-specific information.

Develop fiscal, operational and procedural program plans by studying historical precedents, present requirements, and projected costs and trends; plan the sequence of detailed steps required to accomplish program objectives; develop, revise and maintain specific procedures and manuals. Compile, organize and consolidate financial and statistical data required to assist in the development of the budget; analyze and reconcile numerical data and narrative information; develop spreadsheets to facilitate data analysis; compile cost sheets; prepare reports and budget documents according to specific instructions from the Budget Office.

Duties include, but are not limited to, the following:

- Maintains confidence by keeping client/attorney and other information confidential.
- Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Enrolling staff and overseeing benefits and retirement plans and other human resource duties.

**Minimum Education Required:** High school diploma or GED, and three (3) years bookkeeping/office managerial experience.

**Skills Required:**

Provide information-management support; documentation skills, meeting planning, supply management, telephone skills, PC proficiency, excellent verbal communication, internal communications, dependability, punctuality, professionalism, professional relationships with staff, board members, licensees, and members of the public. Ability to multi-task, accurately prepare complex documents in accordance with established timelines and procedures; work independently and follow through on assignments; maintain accurate calendaring of documents and deadlines; proofread documents; set up and maintain files; work as part of a team; perform a variety of tasks often changing from one assignment to another; compile and update information and prepare reports; transcribe dictation. Proficiency in Microsoft programs (Word, Excel, PowerPoint, Access, Outlook, Publisher). Proficiency in accounting programs (such as QuickBooks, Quicken, Peachtree Pro, ADP, and Sage ACT) and all versions of the Windows operating systems

**Note:** Open until filled. This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties. Interested applicants must submit their cover letter, completed job application, and a list of professional references to:

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