

STATE OF NEVADA

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Executive Assistant

DEPARTMENT OF BUSINESS AND INDUSTRY
GOVERNMENT EMPLOYEE-MANAGEMENT
RELATIONS BOARD

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – November 14, 2024

Executive Assistant, Government Employee-Management Relations Board

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This is an unclassified position that is appointed by and serves at the pleasure of the five-member Government Employee-Management Relations Board.

AGENCY RESPONSIBILITIES:

The Government Employee-Management Relations Board (EMRB), a Division of the Department of Business and Industry, fosters the collective bargaining process between local governments and their employee organizations (i.e., unions), provides support in the process, and resolves disputes between local governments, employee organizations, and individual employees as they arise.

APPROXIMATE ANNUAL SALARY:

Up to \$79,532 plus benefits. *(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.)*

BENEFITS:

The State benefits package includes a defined benefit pension plan (PERS); paid health, dental, life and disability insurance; 12 paid holidays; paid sick and paid annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

- **As the Executive Assistant:**
Performs legal secretary/assistant duties by conforming documents submitted for filing; assign case numbers to new cases; maintain electronic records of filed documents; prepare official documents, including drafting minor orders and notices as directed by the Commissioner; respond to inquiries from attorneys and the public by having a working knowledge of the agency's statutes, regulations, policies and procedures, and draft professional level correspondence.
Assist the EMRB Commissioner in budget preparation, approval and implementation; works with the B&I fiscal unit and Management Analyst regarding account payables and receivables, including requesting information necessary to prepare the annual assessments; prepare and organize annual filings for local governments and employee organizations, and the State Executive branch labor organizations, and upload current CBAs as necessary; keep current directory of mediators, arbitrators and fact-finders.
- **As the Statutory Board Secretary:**
Post agendas and prepare meeting materials for timely dissemination to Board members, and upload documents to Teams and EMRB website; schedule meeting locations and video conferences; as the agency's Travel Manager, arrange all travel, prepare and timely submit travel claims, and Board Pay requests after all Board meetings, maintain and update the agency's website; create reports as requested by the Board, Commissioner and others; work with the Commissioner to update and improve agency processes.

- **Other Duties:**

Identify closed files to be sent to the Nevada State Library & Archives and serve as the agency's Records Officer; maintain inventory of equipment and office supplies and order items as necessary; keep office areas and equipment clean, well-organized and in good working order; maintain the confidentiality of sensitive information; perform related duties as assigned.

TO QUALIFY:

To be considered for this position, an applicant must have the following qualifications:

- Graduation from high school or equivalent education. Highly qualified applicants will have a college degree.
- Four years of secretarial/office management experience, preferably in a legal or regulatory environment. Budget and fiscal support experience desirable.
- Organized and able to multi-task several complex projects at a time.
- Self-motivated and able to work independently.
- Excellent written and verbal communication skills.
- Excellent knowledge of Microsoft Word, Excel and Outlook, including knowledge of mail merge features. Knowledge of Microsoft Access a plus.
- Ability to operate standard office equipment, including copier/scanner and office computers. Familiarity with the State's Polycom video conference equipment and website management is desirable, but not necessary.
- Pleasant, professional attitude as this position is a first line of contact with the public.

SELECTION PROCESS:

Applications will be accepted through Friday, December 13, 2024. The applicants may be screened with the most qualified receiving an initial internal interview to determine those with the most appropriate qualifications. Applicants passing the initial internal interview will then be invited to Las Vegas for an interview before the Board at their own expense. Please note: In accordance with the Nevada Open Meeting Law, all interviews conducted by the Board will be held in an open meeting scheduled for Tuesday, January 14, 2025. Resumes/applications will be made available to the public. The successful candidate would begin work on March 3, 2025.

POSITION LOCATION:

Las Vegas, Nevada

TO APPLY:

Submit letters of Interest/Resumes/Direct Inquiries to:

Government Employee-Management Relations Board
Attn: EMRB Board Secretary
3300 W. Sahara Avenue, Suite 490
Las Vegas, NV 89102
or email to: emrb@business.nv.gov.

In the subject line please reference: EMRB Executive Assistant

Letters of Interest and Resumes will be accepted until **Friday, December 13, 2024.**

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.

KARLETTE DIXON

9:15 a.m.

KARLETTE DIXON

702.336.8705 ~ KarletteA@gmail.com

SUMMARY OF QUALIFICATIONS

A self-directed critical thinker with the ability to execute with precise detail and accuracy, able to function at a high level independently. Consistently able to manage multiple projects and deadlines with a proven track record of success. Complete confidentiality and composure in high-stress environments, sharp and focused, with drive and determination to see projects to completion

EMPLOYMENT HISTORY

Executive Assistant, Make It Work Nevada/Tides Advocacy, Las Vegas 2021-2024

- **Calendar management:** Coordinating appointments, meetings and conferences
- **Travel management:** Planning and arranging travel
- **Correspondence:** Drafting and managing correspondence
- **Record keeping:** Maintaining records and files
- **Communication:** Communicating with others on behalf of the executive
- **Research:** Researching and investigating complex issues
- **Project management:** Planning, developing, and implementing projects
- **Decision making:** Making operational decisions within established limits of authority

Administrative, Office of Deputy Director/External Civil Rights, State of Nevada 2017-2021

Admin support to Dep. Director: coordinate communications with directors, agency managers, leaders of external entities, community groups and the general public. Relay specialized and sensitive information which impacts division programs and activities, schedule, organize and coordinate meetings, meetings, conferences and public events on Dep. Director's behalf

External Civil Rights office: support Disadvantaged Business Enterprise (DBE) program, participate in workshops and trade show events targeting small businesses, encouraging participation in the Nevada Unified Certification (NUCP) program, working in concert with public/private entities and other stakeholders, actively seeking solutions to Southern Nevada workforce & supplier diversity efforts

Clerkship/Adjunct Administrator, UNR (now UNLV) School of Medicine 2015-2017

Front-line administrator for student educational programs for Internal Medicine (IM) Department Supported IM Clerkship Director in management of clerkship students and coordinated student activities, interacted with all levels of training for faculty, residents and visiting students. Coordinated medical student orientation sessions, updated and produced orientation packages.

Attended monthly clerkship meetings and report on significant student progress:

- Educational program planning, managed student lecture calendar, distributed topical materials

Scheduled lecture presentations, created and distributed student on-call calendars, created student ambulatory schedules and distributed to outside preceptors. Created team assignments, coordinated teaching schedules, created student evaluation checklists, ensured evaluations were completed prior to end of clerkship, created student evaluation summaries, entered evaluations, final scores and percentile rankings into database and ensured faculty, residents and students had appropriate materials, resources and information to efficiently and effectively complete clerkship program

Executive Assistant to Vice President, Cox Business/Hospitality

2014-2015

Focal point for Vice President's office for all communications and meetings and office management, managed event tickets for VP, staff, and invited guests, organized events for Vice President and multiple department members and as well as coordinates outside conference and event registration and travel arrangements for VP and department members. Processed travel and entertainment forms and disbursement forms for members as needed

Executive Assistant, RJ Miller Consulting

2010-2014

Personal executive assistant to former Gov. Bob Miller - executive level office management, calendar scheduling, coordinated travel, monthly AP/AR, composed correspondence, prioritized assignments and executed directives in official's absence, maintained office cash-flow, bank deposits, expense reports and reimbursement requests

Senior Executive Assistant, City of Las Vegas

1999-2007

Responsible, confidential and complex administrative duties that supported local elected official -represented city council member at various events, liaison to city staff, outside agencies and the general public; maintained office calendar/schedules of city council member & community liaisons, initiated community engagement/outreach programs, back-to-school fairs, monitored progress of Project FELA (Future Elected Leaders of America) internship program, collaborated with elementary schools to support reading programs, coordinated community meetings and prepared follow-up/action item reports, coordinated travel, engaged sponsors for fundraisers to support community needs, collaborated with outside agencies in planning/executing special events, back-to-school fairs, as well as programs to benefit senior center residents.

Advanced skills in Microsoft Word, Excel, PowerPoint, Publisher, Outlook & social media platforms

KELLY VALADEZ
10:00 a.m.

Kelly Valadez

2414 Esteem Ridge Drive
Henderson, NV 89052
kvaladez@red.nv.gov
(702) 292-0075

Experience

Nevada Real Estate Division – Administration Section – Las Vegas, NV

Administrative Assistant III/Commission Coordinator – November 2019 to Present

- Set and facilitate quarterly Real Estate Commission meetings.
- Process newly appointed and reappointed Commissioners.
- File and mail documents related to notices of disciplinary hearings in accordance with NRS 233B and NRS 645.
- Compile and maintain Commission meeting, disciplinary case files and/or denial appeal files.
- Prepare and post meeting agenda and materials in accordance with Open Meeting Law.
- Record meetings and prepare meeting minutes.
- Prepare pre-travel documents, make travel arrangements, and prepare travel reimbursement.
- Act as a liaison between the Commission and members of the public by receiving and appropriately routing any correspondence and/or comments to the Commission.
- Act as a liaison between the Real Estate Division and the Attorney General's office on matters relating to Commission disciplinary cases including routing, revising, and filing of disciplinary complaints, and issuing subpoenas for witnesses.
- Issue orders and/or decisions of the Commission to the appropriate parties after the Commission hearing.
- Post accounts receivable for the Administration section.
- Assist with Public Records Request and Request for Records of Complaints in accordance with NRS 239 and NRS 645.
- Receive the Division's quarterly supply orders and create a receipt for approval through Epro.
- Maintain meeting and case files in accordance with the State of Nevada's Retention Schedule.

Nevada Real Estate Division – Projects Section – Las Vegas, NV

Administrative Assistant II – January 2019 to November 2019

- Specialize in the review of builder permit applications and the issuance of permits under Chapter 119 NRS/NAC requirements. This includes initial permits, renewals, and amendments.
- Strict adherence to deadlines.
- Review timeshare exchange company's annual registration applications and generate permits according to the guidelines under NRS 119A.590.
- Maintain various records in SOAR database and create/update various spreadsheets that track permits issued.
- Communicate effectively with builders and developers regarding missing documentation and assist in resolving problems related to their filings/applications.
- Post accounts receivable for the Projects section.

Banfield Pet Hospital – Las Vegas, NV

Client Service Coordinator – October 2019 to October 2023

- Promptly greet clients, check their pet into the hospital when they arrive for their appointment, and check the client out once the appointment has ended.
- Call clients that were in the hospital with their pet the previous day to inquire how their pet is doing, answer any questions or concerns, and update Petware database regarding conversation.
- Call clients that have appointments the following day to confirm their appointments, make the kennel cards and neckbands for each pet, and print the exam sheets.
- Make client connection calls from a generated list of pets who have services due and schedule appointments.
- Answer incoming calls assisting clients with medication requests and refills, scheduling appointments, and questions regarding the sickness of a pet.
- Keep the reception area and waiting room clean. Run the end of day report, prepare the deposit, and close the hospital.

Manpower – Las Vegas, NV

Temporary Employee – August 2018 to December 2018

Employee – Management Relations Board; Temporary Assistant

- Assist in retyping documents related to the collective bargaining process.
- Assemble and prepare annual reports for mailing.

Clark County Demographics and Zoning; Temporary Receptionist (Sept.)

- Greeted walk in constituents and answered incoming calls assisting with zoning questions.

TNG – Las Vegas, NV

Merchandise – September 2017 to April 2018

- Sustain a weekly relationship with several CVS, Walgreens, Home Depot, Target, and Walmart stores by maintaining, filling, organizing, and creating special displays of magazines, books, gloves, candy, and drinks.

First Navy Bank (now known as Bank of Pensacola) – Pensacola, FL

New Accounts Representative – August 1990 to May 1991

- Assisted customers in opening checking and savings accounts, certificates of deposits, money market accounts, conducting wire transfers, ordering checks.
- Assisted customers with setting up direct deposit.
- Assisted military customers with setting up power of attorney for spouses.

Sam Houston Radiology – Houston, TX

Data Entry Clerk – June 1983 to December 1989

- Manage the daily inputting of patient information and radiology services received for billing.
- Communicate effectively with insurance companies to code and file insurance claims.
- Generated and mail monthly billing statements for patient's accounts.
- Maintain and update patient's accounts and medical records filing system.

Education

Spring Branch High School – Houston, TX

Communication

Proficient in Microsoft Word, Excel, Outlook, Adobe, Teams, Webex, and Polycom video conference equipment. Excellent grammar, punctuation, spelling, and verbal skills. Ability to work in a fast-paced work setting with minimal supervision.

APRIL DENNI

10:45 a.m.

April Denni
339 W. Basic Road
Henderson, NV 89015
Phone (702) 232-9934
Adenni55@cox.net

Objective

To maintain employment that enables me to apply previous skills and experience while working as part of a group or individually.

Work Experience

- 2011 – Present The Urban Law Firm
7440 W. Sahara Ave.
Las Vegas, NV 89117
(Paralegal: 10 years / Receptionist: 3 years)
- 2001 - 2004 Wingate, Kearney & Cullen, LLP
Brooklyn, New York
(Legal Assistant)

Paralegal Experience & Responsibilities

- Draft and finalize pleadings, motions, declarations, and letters to be filed with various Courts (including opening cases)
- Collection procedures on Judgments: Writ of Execution, Writ of Garnishment, and registering and recording Judgments in various districts
- Prepare and coordinate Discovery related requests and production
- Formulate correspondence to opposing counsel / opposing party
- Memos (inter-office and clients)
- Telephone conference and meeting with clients
- Participating in negotiation sessions

Assist attorneys with preparation for hearings, trials, and meetings.

Monitor collection payments through interest and payment calculation spreadsheets. Process collection payments to clients.

Prepare and file case documents and correspondence.

- National Labor Relations Board
- Government Employee-Management Relations Board

Compose various agreements and contracts including Collective Bargaining Agreements, Tentative Agreements, Operating Agreements, Settlement Agreements, Promissory Notes and Attorney-Client Fee Agreements.

Prepare and file documents to establish business and obtain state and county license.

Research and analyze law sources (cases, statutes, legal articles and regulations)

- Assist attorneys with Brief preparation including cite checking and Shepardizing
- Conduct research using the internet, person-locate search and public records

Reports

- Prepare and finalize written monthly/quarterly client reports regarding case status and collection status.
- Prepare case status reports for firm litigation meeting.

Compose estate documents including Trusts, Wills and Power of Attorney. Coordinate the transfer of property to the Trust.

Administrative Experience & Responsibilities

Calendar

- Track Court populated deadlines associated with federal and local rules
- Interoffice electronic calendar
- Retain personal calendar for deadlines

Prepare attorney's state Bar renewals (prepare and submit out-of-state Bar admission documents). Generate tracking spreadsheets and file attorney's continuing legal education credits.

File firm's annual business license renewals (state and county)

Meetings

- Schedule meetings (in person and virtual)
- Arrange for Court Reporter
- Prepare conference room for meetings
- Assist attorneys during meetings (copying, faxing, emailing)

Files

- Organize and update litigation files including indexing court filed documents (electronic and physical files)
- Assemble and maintain information binders for hearings and negotiations
- Review files, coordinate lists, and prepare files for transfer to off-site storage facility

Notarize documents for attorney and clients.

Telephone: Currently answering all incoming telephone calls. Ability to operate multi-line telephone system, route telephone calls to the appropriate person and relay detailed messages.

Daily Mail: Process all incoming daily mail.

Itinerary

- Schedule travel itinerary including flights, hotel and ground transportation.
- Annual registration for attorneys for the International Foundation of Employee Benefit Plans conference.

Knowledge, Skills & Abilities

- Electronic Mail (Outlook)
- Computer software including Word, Excel, Adobe, Power Point
- ProLaw
- Lexis and Westlaw
- ECF/PACER
- Computer software including Word, Excel, Adobe, Power Point
- Zoom / Microsoft Team

Certifications

Notary Public State of Nevada (June 2013 - present)

Characteristics

- Self-starting individual
- Flexible
- Willing to learn new skills
- Maintain regular, consistent, and professional attendance and punctuality

Education

February 2014	University of Nevada, Las Vegas Paralegal Certification
2007	University of Nevada, Las Vegas Bachelor of Arts – English 2007
1993 - 1997	Beach Channel High School, Rockaway Beach, New York High School Diploma June 1997

ELIZABETH LEE DITMORE
11:30 a.m.

ELIZABETH LEE DITMORE

Las Vegas, NV89156 ♦ (702) 595-3744 ♦ lizditmore0304@gmail.com

PROFESSIONAL SUMMARY

Ambitious and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of any task at hand. Motivated to learn and grow in any position presented. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Microsoft Office
- Adobe Software
- QuickBooks Pro
- Accounting Operations Management
- Cash Flow and Reconciliation
- Department Collaboration
- Case Summaries
- Court Document Filing
- Proofreading and Editing
- Legal and Court Processes
- Client Support
- Legal Correspondence
- Critical Thinking
- Dependable and Reliable
- Decision Making
- Complex Problem Solving

WORK HISTORY

Legal Assistant, 06/2024 - Current

Hall & Evans, LLC – Las Vegas, Nevada

- Work alongside attorneys on complex defense litigation for medical malpractice division.
- Review, edit and proofread drafts for proper grammar, spelling, punctuation and formatting.
- File all court documents and legal pleadings with all Nevada State Court systems.
- Summarize depositions and legal documents.
- Prepare and maintain medical specials chart and detailed medical chronologies.
- Prepare correspondence and retrieval of medical and billing records.
- Prepare supplemental disclosures.

Legal Assistant, 04/2023 - 06/2024

Wood Smith Henning & Berman LLP – Las Vegas, Nevada

- Worked alongside managing partner, paralegals, administrative assistants, and fellow legal assistants on insurance defense cases.
- Opened new matters for managing partner, including, but not limited to performing conflicts check.
- Filed court documents through all Nevada Court systems on behalf of attorneys.

- Reviewed, edited and proofread drafts for proper grammar, spelling, punctuation and formatting.

Executive/Legal Assistant, 04/2022 - 02/2023

Blue Heron – Las Vegas, NV

- Worked alongside in-house attorney and CFO to handle land acquisitions and loans. Prepared and maintained deal flow charts for complex loan acquisitions and investor reporting.
- Worked alongside attorney in all litigation matters.
- Managed and maintained entity formation and corporate filings.
- Worked alongside CFO to prepare reconciliations to provide to investors.
- Worked alongside CFO to perform Balance Sheet Reconciliations.
- Assisted in upper-level decision making by creating comprehensive financial reports and collaborating with finance and accounting departments.
- Prepared annual data to determine metrics for operational performance.

Accounting Manager/Legal Assistant, 08/2010 - 04/2022

Foley & Oakes, PC – Las Vegas, Nevada

- Worked alongside attorneys on complex plaintiff and defense litigation, estate, and business cases and legal processes.
- Reviewed, edited and proofread drafts for proper grammar, spelling, punctuation and formatting.
- Filed all court documents and legal pleadings with State and Federal Courts on behalf of attorneys.
- Conferred with clients and other involved parties to gather and track case information.
- Managed and maintained entity formation and corporate filings for main client, Blue Heron.
- Managed office and performed full accounting functions, A/R, A/P, G/L, and payroll taxes.
- Completed bi-weekly payroll for company employees.
- Controlled finances to lower costs and keep business operating within budget.
- Managed banking reconciliations and monthly balance sheet statements.

Sales Executive, 07/2006 - 07/2010

Custom Hearth & Door – Las Vegas, Nevada

- Fireplaces and garage door sales.
- Bid jobs for custom homes in addition to tract homes.
- Billing and collection of completed work.
- Generated new sales leads to achieve and exceed monthly sales goals.
- Engaged with customers to effectively build rapport and lasting relationships.

Sales Executive, 06/2003 - 07/2006

The Garage Door Center – Las Vegas, Nevada

- Fireplaces and garage door sales.
- Bid jobs for custom homes in addition to tract homes.
- Billing and collection of completed work.
- Generated new sales leads to achieve and exceed monthly sales goals.
- Engaged with customers to effectively build rapport and lasting relationships.
- Attended monthly sales meetings and quarterly sales trainings.

Accounting Manager, 01/1999 - 03/2003

Major Distributors – Las Vegas, Nevada

- Set up and structured QuickBooks for company performance.
- Completed bi-weekly payroll for company employees.
- Tracked business revenue and expenditures and reconciled accounts to maintain high accuracy.
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Managed banking reconciliations and monthly balance sheet statements.
- Analyzed and reported on financial data to support business decisions.
- Generated monthly and quarterly financial statements for executive review.
- Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.
- Implemented and regularly reviewed financial controls to generate accurate and reliable financial data.
- Consulted with vendors for competitive pricing on fireplaces.
- Counter fireplace sales.

EDUCATION

No Degree: Accounting Major

Brooklyn College - Brooklyn, NY