

STATE OF NEVADA

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Executive Assistant

DEPARTMENT OF BUSINESS AND INDUSTRY  
GOVERNMENT EMPLOYEE-MANAGEMENT  
RELATIONS BOARD

UNCLASSIFIED JOB ANNOUNCEMENT

Posted - \_\_\_\_\_

**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 \_\_\_\_\_. 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 \_\_\_\_\_. 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](mailto:emrb@business.nv.gov).

**In the subject line please reference: EMRB Executive Assistant**

**Letters of Interest and Resumes will be accepted until \_\_\_\_\_**

*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.*

<b>EXECUTIVE ASSISTANT HIRING TIMELINE</b>					
<b>Task</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>
Timeline Approved	8-Nov				
Make Interview Decisions (see below)	8-Nov				
Job Announcement Approved	8-Nov				
Posting Period Starts	12-Nov				
Send Blast Email to B&I Staff	12-Nov				
Posting Period Ends		13-Dec			
Initial screening of applicants		20-Dec			
Initial Internal Interview (10 in-house)			7-Jan		
Forward the 10 screened applicants to the Board			8-Jan		
Board Decides Who to Interview			16-Jan		
Conduct Interviews			X	or X	
Extend Offer			X	or X	
Candidate Accepts Offer			X	or X	
Executive Assistant Official Last Day				28-Feb	
New Person Starts					3-Mar

**Possible Interview Decisions**

1. Who will screen applicants
2. Who will conduct initial internal interviews
3. Set date for Board interview
4. Length of Board interviews
5. How many for Board to interview (out of 10)