

ADMINISTRATIVE ASSISTANT – LAS VEGAS OFFICE

POSITION TITLE: ADMINISTRATIVE ASSISTANT – LAS VEGAS OFFICE

RESPONSIBLE TO: THE LAS VEGAS INVESTIGATOR/THE CHIEF OF INVESTIGATIONS

SUPERVISORY RESPONSIBILITY: NONE

DEFINITION AND SUMMARY

Under direct supervision, performs administrative support functions as assigned and as directed by the Investigator in Las Vegas or the Chief of Investigations.

ASSIGNED RESPONSIBILITIES

- Perform administrative support functions as required on a daily case-by-case basis;
- Maintain inventory of and requisition office supplies;
- Coordinate maintenance and repair of office equipment;
- Open and distribute mail to staff and prepare outgoing mail for post office staff pickup;
- Receive incoming telephone calls from Board members, respondents, physicians, attorneys, medical office staff, government agencies and citizens. Assist and advise them as directed, and/or refer them to the appropriate staff member, as required.
- Greet and assist office visitors as directed and/or refer them to the appropriate staff member, as required.
- Provide administrative support as required at Board meetings and Committee meetings;
- Maintain file room, library, kitchen, workroom, conference room and office supply areas;
- Assist in the preparation of reports; data entry; make travel, lodging and boarding pass arrangements for staff as needed;
- Other specialized duties as directed.

DISTINGUISHING CHARACTERISTICS

- Performs administrative support as assigned and directed.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain confidentiality of information, which includes familiarity with the Board's licensing and disciplinary software program to prevent distribution of any inaccurate information which could harm the reputation of any licensee of the Board;
- Ability to work accurately and rapidly with names, numbers, codes and symbols;
- Knowledge of and ability to utilize computer applications;
- Ability to interpret written and oral instructions.
- Ability to learn and apply established regulations and procedures;
- Ability to communicate effectively with the general public;
- Ability to maintain pleasant demeanor as telephone and in-person receptionist for Board offices.

TRAINING AND EXPERIENCE:

- Graduation from high school, one (1) year clerical experience and a demonstrable working knowledge of computer software systems.

LICENSES AND CERTIFICATES:

- Hold or be able to acquire a valid Nevada driver's license.