



**ELKO CONVENTION AND VISITORS AUTHORITY**  
**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

**POSITION:** Administrative Assistant/Reception

**SALARY:** \$16.00 - \$20.00 Annual Salary

**APPLICATION DEADLINE:** July 29, 2022

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Elko Convention and Visitors Authority is seeking a detail oriented, self-starter with excellent interpersonal skills who can work in a dynamic team-oriented environment for the position of Administrative Assistant/Reception.

Responsible for supporting administrative professionals of the ECVA, working closely with the public, and other employees to organize files, create correspondence, prepare reports, documents, and distribute marketing materials and minimal accounting. This position is expected to complete a range of clerical tasks including managing calendars, sorting mail, preparing invoices, directing calls, responding to emails, and responding to social media. This position may also be responsible for engaging in event planning, meeting setup and implementation, special events, social media development, and monitoring and processing orders.

This position requires the incumbent to have a clear understanding of the Elko Convention and Visitors Authority policies and procedures and be able to apply that knowledge in all aspects of the job. The incumbent must be able to take responsibility for greeting visitors, composing documents on behalf of administrators, organizing meetings, taking minutes, and assuring compliance with the open meeting laws. The core duties and responsibilities revolve around supporting others, meaning that communications and decision-making are paramount.

**WHAT WE CAN OFFER:**

- Excellent benefits through a PPO plan with a low deductible and out-of-pocket max.
- 100% for employee fee for Medical/RX, Dental, Vision,
- 100% County Paid PERS (Public Employee Retirement System) Retirement
- 11 Paid Holidays
- Vacation Leave, Sick Leave, and Family Medical Leave
- Military Leave
- Employee Assistance Program (EAP)

Please download the attached job description and application.

Submit letter of interest, resume, and application in person to:

Elko Convention and Visitors Authority  
700 Moren Way  
Elko, NV 89801  
Phone: 775.738.4091

**Elko Convention and Visitors Authority is an Equal Opportunity Provider and Employer**

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



ECVA  
700 Moren Way  
Elko, NV 89801  
775.738.4091  
800.248-3556

Job Code: Admin/Hourly  
Date Est: July 2022  
Last Rev:  
FLSA: Non-Exempt  
Probation: Six (6) Months  
Schedule: 40 Hrs/wk M-F  
Reports to: Executive Director

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## **POSITION DESCRIPTION**

### **ADMINISTRATIVE ASSISTANT/RECEPTION**

#### **DEFINITION**

Responsible for supporting administrative professionals of the ECVA, working closely with the public, and other employees to organize files, create correspondence, prepare reports, documents, and distribute marketing materials and minimal accounting. This position is expected to complete a range of clerical tasks including managing calendars, sorting mail, preparing invoices, directing calls, responding to emails, and responding to social media. This position may also be responsible for engaging in event planning, meeting setup and implementation, special events, social media development, and monitoring and processing orders.

This position requires the incumbent to have a clear understanding of the Elko Convention and Visitors Authority policies and procedures and be able to apply that knowledge in all aspects of the job. The incumbent must be able to take responsibility for greeting visitors, composing documents on behalf of administrators, organizing meetings, taking minutes, and assuring compliance with the open meeting laws. The core duties and responsibilities revolve around supporting others, meaning that communications and decision-making are paramount.

This position does not require supervision of personnel.

#### **SUPERVISION RECEIVED AND EXERCISED**

Received general direction from the ECVA Executive Director.

#### **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Performs a variety of administrative and support tasks which may include but are not limited to, greeting visitors, answering telephones, receiving, and sending faxed documents, receiving and re-directing email information, and data processing.
- Provides information and marketing materials as requested.
- Compose letters and memoranda, maintain, proofread, and compile monthly reports, forms, and other typed, handwritten, graphic, or photographic information for accuracy, grammar, punctuation, math, and procedural accuracy, and edit correspondence accordingly.
- Schedule and coordinate staff and other meetings.
- Assist with website and social media designs and updates.

- Monitors social media requests, including distribution of requested material.
- Collate and distribute mail.
- Creates and maintains filing systems, both electronic and physical.
- Write and edit documents from letters to reports and instructional documents.
- Assists the Executive Director in preparing agendas, supporting materials, attends Board of Directors meetings, takes/transcribes meeting minutes, prepares and distributes minutes and reports.
- Assists in the publication and posting of required legal notices.
- Prepares communications, such as letters, memos, emails, invoices, reports, and other correspondence.
- Gathers and prepares data for studies, reports, and community information updates.
- Manages accounts and performs some bookkeeping.
- Initiates, develops, and contributes to independent programs and activities designed to increase the efficiency and productivity of the ECVA.
- Participates, assists, and ensures compliance with the long- and short-term goals and objectives of the ECVA.
- Performs any additional duties deemed necessary in the successful operation of the ECVA required by the Executive Director.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Modern office procedures, methods, computer equipment, and computer programs.
- Operations of various social media outlets.
- Organizational and prioritization processes and methods.
- Principles of technical letter writing and report preparation.
- Principles and procedures for filing and records retention.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise written reports on activities and make recommendations regarding effective solutions to problems.
- Maintain confidential and sensitive information.
- Customer service practices used in dealing with the public.
- Meet and deal tactfully and effectively with the public and other government officials.
- Basic accounting principles and practices.
- Basic plan review methods and procedures.
- Operate a motor vehicle safely.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **ABILITY TO:**

- Manage multiple tasks ensuring their successful completion.
- Work independently and prioritize daily work duties.
- Effectively communicate and make sound judgments and decisions.
- Recognize and respect all sensitive information and utilize confidentiality accordingly.
- Model expected behavior, motivating fellow staff and volunteers; work with diverse groups.
- Follow all safety policies.
- Pass a background check.

## **EXPERIENCE AND EDUCATION**

*Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

- Minimum of a high school diploma or GED equivalent.
- Two-year combined experience in general office practices or equivalent work-related skills.
- Computer experience required.
- Social Media experience required.
- Possession of, or ability to obtain, an appropriate valid Driver's License.

## **LICENSES OR CERTIFICATES**

*Continued employment is contingent upon all required licenses and certificates being maintained in an active status without suspension or revocation, including completing all required continuing education credits as required by the licensing agency.*

- Nevada Driver's License

## **OTHER REQUIREMENTS**

### **PHYSICAL DEMANDS**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision with the ability to adjust focus. Command and use of keyboard and video display terminal, sometimes for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to 25 pounds, such as files, stacks of paper, safety equipment, tables, chairs, decorations, and other materials. Moving from place to place within the office, convention center, conference center, and other work sites; reaching for items above and below waist level, including above the head. Endurance and vision to drive for extended periods of time throughout the County and State. Sitting and standing for long periods of time, and walking various distances.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

### **WORKING CONDITIONS**

Generally clean office working environment, with limited exposure to dust, fumes, odors, or noise; however, other work sites, including outdoors, will include time in all types of conditions, with exposure to dust, fumes, odors, heat, cold, noise and other environmental factors possible or likely. Video terminal use on a regular basis, microwaves are in use on the premises, wireless and broadband connections and equipment are present. May be required to drive alone for extended periods of time throughout the County and State. When riding in a vehicle, there may be exposure to extreme heat, cold, dust, noise, vibrations, and other environmental factors.

**EFFECT ON END RESULT**

This position has a direct impact on the overall effectiveness with which the organization accomplishes its mission in service to the public and the community. Improved public perception as a quality organization demonstrated by effective and uniform enforcement of the ECVA policies and procedures.

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job. It is intended to reflect those principal job elements essential for recruitment and selection for making fair job evaluations, and for establishing performance standards. The incumbent shall perform all other functions and/or be cross-trained as shall be determined at the sole discretion of the Executive Director, who has the right to amend, modify, or terminate this job in part or in whole. Incumbent must be able to perform all job functions safely.*

\_\_\_\_\_  
Incumbent Printed Name

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Incumbent Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed



700 Moren Way  
 Elko, NV 89801  
 info@elkocva.com  
 (775) 738-4091

**EMPLOYMENT APPLICATION**  
**An Equal Opportunity Employer**

*If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone(s) Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Position Applied for \_\_\_\_\_

How did you hear about this position?  Advertisement  Walk-In  Referral (by whom?) \_\_\_\_\_

Other (explain) \_\_\_\_\_

If offered employment, when will you be available to begin? \_\_\_\_\_

What type of employment will you accept?  Full-Time  Part-Time  Temporary

Will you be available for shift work? ..... Yes  No

Will you be available to work weekends and/or holidays if necessary? ..... Yes  No

Have you been given a job description or had the requirements of the job explained to you?..... Yes  No

Do you understand the job requirements? ..... Yes  No

Can you perform the essential functions of this job with or without reasonable accommodation? ..... Yes  No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age?..... Yes  No

After an offer of employment, can you submit verification of your legal right to work in the United States?..... Yes  No

List other names, if any, you have used: \_\_\_\_\_

**EDUCATION RECORD**

Did you graduate from high school or receive a GED certificate?  Yes  No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
College/University (Undergraduate) 1.				
2.				
Graduate School				

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**LICENSES** (Optional, unless required for the position for which you are now applying.)

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List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

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Answer only if position requires.

Do you possess a valid driver's license?  Yes  No

If so, license expires \_\_\_\_\_ Class \_\_\_\_\_ Restrictions (if any) \_\_\_\_\_

For positions that require typing: I certify that I can type at a speed of \_\_\_\_\_ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in \_\_\_\_\_

Written fluency in \_\_\_\_\_

List any special skills you possess and/or equipment or office machines you can operate.

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**OTHER INFORMATION**

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Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction? ..  Yes  No

Do you have any pending court charges that have not been adjudicated?.....  Yes  No

If you have answered yes to either question, list all such offenses and provide date, name of court, and disposition (if any). You may omit minor traffic violations for which you paid a fine of \$50 or less. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

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Have you ever been disciplined in your employment related to workplace violence? .....  Yes  No

If yes, please explain.

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Do you presently use illegal drugs?.....  Yes  No

Have you ever been employed by **the Elko Convention & Visitors Authority**? .....  Yes  No

If yes, please provide the following information:

Department \_\_\_\_\_ Position Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for Separation \_\_\_\_\_

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Are you related to anyone who is currently employed by **the Elko Convention & Visitors Authority**?  Yes  No

If yes, please provide the following information:

Related person's name \_\_\_\_\_ Department \_\_\_\_\_

Relationship \_\_\_\_\_

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### EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.)  Yes  No

Present Employer \_\_\_\_\_ Present Position \_\_\_\_\_

Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_)

Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_)

Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



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**ACKNOWLEDGMENTS**

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Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Katie Neddenriep, ECVA Executive Director.

- \_\_\_\_\_ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.
  
- \_\_\_\_\_ This application is the property of **the Elko Convention & Visitors Authority** and will become part of my personnel file if I am hired.
  
- \_\_\_\_\_ I authorize **the Elko Convention & Visitors Authority (the ECVA)** to conduct a comprehensive review of my background which may include verification of employment, educational background, criminal/court history records check; credit report check; military records check; drug test for safety sensitive positions; character references, and other publicly available information deemed to be job related. In addition, if the position for which I am applying requires driving a vehicle, I authorize **the ECVA** to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize **the ECVA** to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.
  
- \_\_\_\_\_ In exchange for **the ECVA's** consideration of my employment application, and/or any continued employment with **the ECVA**, I authorize anyone possessing information to furnish it to **the ECVA** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **the ECVA**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
  
- \_\_\_\_\_ I further understand this consent will apply during the entire course of my employment with **the ECVA** should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.
  
- \_\_\_\_\_ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with **the ECVA**. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from **the ECVA** constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that **the ECVA** is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to **the ECVA**. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.
  
- \_\_\_\_\_ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, if qualifications of applicants are equal: a) first, to an honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_