

State of Nevada Announces Recruitment For...

TEMPORARY AID 1 - Part-time - 09.492

APPROXIMATE ANNUAL SALARY - \$23,970.24 to \$32,969.52 PAY GRADE:

12

*Permanent, full time vacancies as they may occur Statewide.

*In order to receive consideration, applicants must indicate their availability to work in one or more geographic locations.

*Department: Attorney General

*Division: Attorney General

*Open to all qualified persons.

*Applications accepted until recruitment needs are satisfied

** Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

ANNOUNCEMENT NUMBER 44012

*Posted 09/08/23

*Direct inquiries to:

KARA CARMONNE

(775)684-0107

or email karacarmonne@admin.nv.us

The Position

Temporary Aids perform simple, routine, manual/clerical tasks on a temporary, seasonal, or intermittent short-term basis.

Incumbents perform in a trainee capacity and acquire the knowledge, skills and abilities required in this occupation.

Temporary Aids perform simple, routine, manual/clerical tasks on a temporary, seasonal, or intermittent short-term basis. These Temporary Aid positions work with the Tobacco Unit with the Attorney General's Office and work under the supervision of a Tobacco Investigator to conduct periodic tobacco compliance checks with retail establishments throughout the State of Nevada. Duties of this position include counting money used to purchase tobacco which involves simple mathematical computations, completing reports, daily account sheets and sales receipts. The incumbent may be required to appear in a court to provide testimony.

*** Applicants must be at least 16 years of age but under 21 years of age to apply for this position. If you are 21 or over, you will not qualify for this job.***

*** Please ensure your application/resume reflects three months of work experience. Without the required experience reflected in your application, you will not qualify for this job. You can list any type of work experience including babysitting, yard work, etc.***
The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of 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. *** THIS RECRUITMENT MAY CLOSE WITHOUT FURTHER NOTICE DEPENDING ON THE NUMBER OF APPLICATIONS RECEIVED. APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE***

To see full Class Specifications visit: http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-9_0/

To Qualify

Education and Experience

1) Three months of experience performing simple manual and/or clerical tasks.

Special Notes

1) Incumbents will be asked to report periodically on their school performance and parents will be advised.

Special Requirements

1) A State of Nevada/FBI background check will be required of the selected applicant.

2) These positions are temporary, part-time positions.

3) Requires some travel, weekend work and work after school hours with parental approval.

4) Applicants must be able to obtain a government issued photo identification.

5) Applicants must be at least 16 years of age and enrolled in high school or home school program at the time of appointment and as a condition of continuing employment.

Examination

Application Evaluation Exam

The exam will consist of an application evaluation. It is essential that applications include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

The following additional questions are part of this Recruitment

1) This recruitment may be used to fill vacancies throughout the state of Nevada. Please indicate which locations you are willing to work in.

Direct inquiries or correspondence to:

Division of Human Resource Management

Division of Human Resource Management
Northern Nevada
209 East Musser Street,
Room 101
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

Division of Human Resource Management
Southern Nevada
555 East Washington Avenue,
Suite 1400
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868