

State of Nevada Announces Recruitment For...

TEMPORARY AID 2 - 09.491

APPROXIMATE HOURLY RATE - \$10.62 to \$14.89 PAY GRADE: 16

*A Temporary, part time vacancy
*Department: Attorney General
*Division: Attorney General
*Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson
*Open to all qualified persons.
*Applications accepted for another 13 Days 8 Hrs 56 Mins

ANNOUNCEMENT NUMBER 31474

*Posted 05/15/17
*Direct inquiries to:
ANN AVITIA
(702)486-2918
or email aavitia@admin.nv.gov

The Position

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

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

The Youth Inspector will be assigned to the Tobacco Enforcement Unit and work under the supervision of a Tobacco Investigator to conduct periodic tobacco compliance checks with retail establishments in the Carson City and Reno area. 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 18 years of age to apply for this position. If you are 18 or over, you will not qualify for this job.*** Please ensure your application reflects six months of full time equivalent work experience. Without the required experience reflected in your application, you will not qualify for this job.***

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

To Qualify

Education and Experience

- 1) Six 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) A pre-employment criminal history check and fingerprinting are required.
- 3) These positions are temporary, part-time positions.
- 4) Applicant must be able to obtain a government issued photo identification.
- 5) Requires some travel, weekend work and work after school hours with parental approval.
- 6) Applicant 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 extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

Direct inquiries or correspondence to:

Nevada State Department of Personnel

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

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

TDD for the Hearing Impaired (800) 326-6868