

State of Nevada Announces Recruitment For...

TEMPORARY AID 1 - 09.492

APPROXIMATE ANNUAL SALARY - \$19,961.28 to \$27,478.08 PAY GRADE: 12
*Temporary, full time vacancies as they may occur in this geographical location.
*In order to receive consideration, applicants must indicate their availability to work in one or more geographic locations.
*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 33944

*Posted 04/04/18
*Direct inquiries to:
KARA MORRIS
(702)486-2900
or email kmorris@admin.nv.gov

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.

The Youth Inspector/Temporary Aid 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 Las Vegas 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 three months of full time equivalent (FTE) work experience. Without the required experience reflected in your application, you will not qualify for this job.*** THIS RECRUITMENT MAY CLOSE AT ANY TIME BASED ON THE AMOUNT OF APPLICATIONS RECEIVED. QUALIFIED 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 Requirements

- 1) A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for these items.
- 2) A State of Nevada/FBI background check will be required of the selected applicant.

Additional Position Experience

1) Applicants must be at least 16 years of age but under 18 years of age to apply for this position.

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.

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

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