

State of Nevada Announces Recruitment For...

TEMPORARY AID 1 - Youth Inspector/Reno and Carson City - 09.492

APPROXIMATE ANNUAL SALARY - \$20,566.80 to \$28,292.40 PAY GRADE: 12
*Temporary, 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 for another 12 Days 7 Hrs 57 Mins

ANNOUNCEMENT NUMBER 36639
*Posted 03/04/19
*Direct inquiries to:
DARRELL MORLAN
(775)684-0150
or email darrell.morlan@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 Reno and Carson City 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. ***At a minimum, applicant must be available to work over Spring Break and the week of June 17-21.*** 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 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.

Additional Position Criteria

1) 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.

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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