

# State of Nevada Announces Recruitment For...

## TEMPORARY AID 2 - Youth Inspector - Part Time - 09.491

**APPROXIMATE HOURLY RATE - \$10.31 to \$14.46 PAY GRADE: 16**

- \*A Permanent, part time vacancy
- \*Department: Attorney General
- \*Division: Attorney General
- \*Location: Reno, Sparks
- \*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 22806**

- \*Posted 08/13/14
- \*Direct inquiries to:  
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(775)684-0129  
or email [hgraham@admin.nv.gov](mailto:hgraham@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. This position is located in Reno. 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.

To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-9\\_0/](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.

#### Additional Position Experience

- 1) Applicant must be under 17 years of age and enrolled in High School or Home School program at the time of appointment and as a condition of continuing employment. This requirement is due to involvement in tobacco sting operations.

### 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

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