

# Job Title: TEMPORARY AID 1/Part time positions for 16 to 20 years olds

TEMPORARY AID 1/Part time positions for 16 to 20 years olds - **Requisition ID: 8596**

**Recruitment Type:** Open Competitive

**Posting Close Date:** N/A

**Geographical Location:** Las Vegas, Boulder City, Indian Springs, Jean, Henderson

**Department:** ATTORNEY GENERAL'S OFFICE

**Division:** ATTORNEY GENERAL'S OFFICE

**Business Unit:** HR-SPECIAL FUND

**Work Type:** PERMANENT

**\*Pay Grade:** GRADE 12

**Salary Range:** \$10.45 - \$14.38

**Full-Time/Part-Time:** Part Time

**Recruiter:** JONI M ABRAHAM

**Phone:** 702 486-2900

**Email:** jabraham@admin.nv.gov

## Position Description

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.\*\*\*

## **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/)

## Minimum Qualifications

- Three months of experience performing simple manual and/or clerical tasks.
- **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.**

## The 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.

### **Informational Notes**

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

### **Special Requirements**

- A State of Nevada/FBI background check will be required of the selected applicant.
- Applicants must be able to obtain a government issued photo identification.
- 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.
- These positions are temporary, part-time positions.
- Requires some travel, weekend work and work after school hours with parental approval.

**This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.**

**\*The salary range indicated in this announcement is based on the Employee/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range.**

**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.**