



BRIAN SANDOVAL
Governor

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF WELFARE AND SUPPORTIVE SERVICES
LEWIS COMPLEX – PERSONNEL UNIT
628 Belrose Street
Las Vegas, NV 89107
(702) 486-1457
<https://dwss.nv.gov>

MICHAEL J. WILLDEN
Director

MICHAEL J. McMAHON,
Administrator

The Division of Welfare and Supportive Services is currently accepting applications for:

CLERICAL TRAINEE

SALARY & BENEFITS: Grade 20 – Approx. Annual Starting Salary -~~\$~~24,262.00

Excellent benefits package including health, dental and vision insurance, Public Employees Retirement Plan, three weeks paid vacation, three weeks sick leave, paid holidays and deferred salary opportunity.

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

DESCRIPTION: Clerical Trainees receive training designed to prepare them for entry-level work in a clerical or related series. The training period, allows individuals to enter the workplace and provides an opportunity to assess the aptitude and potential to perform higher level work. Duties may include, but are not limited to, training in the following: answering telephone calls and routing non-routine calls to appropriate individuals; typing routine correspondence and other materials; processing mail by opening and distributing to appropriate sections or individuals; checking documents such as applications for completeness; inventorying, categorizing, labeling, coding, batching and filing various materials; operating standard office machines such as personal computers, typewriters, copiers, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects and perform other related duties as assigned.

EDUCATION AND EXPERIENCE: Courses at the high school level and/or relevant work experience.

TO APPLY: Any interested person may submit either a hard copy application or a copy of their completed NVAPPS applicant profile directly to the address above. All documentation will be reviewed and you may be contacted for an interview. **Bilingual applicants are encouraged to apply.**

*******Applications will only be good for six months*******

Working for the Welfare of ALL Nevadans