



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

**STUDENT WORKER**

**DESCRIPTION:** Student Workers perform routine and repetitive duties, which require basic skills and can be learned in a short time, generally less than a week. Duties may include but are not limited to: 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. Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:** Current enrollment in, or recent graduation from, an educational program leading to a high school diploma.

**SALARY: GRADE 10 – Hourly Rate \$10.72**

**SPECIAL REQUIREMENTS:** This class is used to employ students or high school graduates, but employment may not extend beyond six months from date of graduation. The student may be required to provide proof of enrollment in an educational program or of high school graduation.

**TO APPLY:** Any interested person may submit either a hard copy application or a copy of their completed SuccessFactors applicant profile directly to any agency they are interested in working at. An agency may then review the information and make a hiring decision. Applications will be good for SIX MONTHS.

**INFORMATIONAL NOTE:**

When employing students, appointing authorities must comply with NRS 609 and the child labor provisions of the Fair Labor Standards Act.

**\*\*Please DO NOT submit your application to the Division of Human Resource Management. Contact the Hiring Agency prior to taking your application profile directly to the Agency. \*\***

**For a list of Agencies and contact information visit <http://nv.gov>, then click on 'Government' on the top of the website to be then directed to 'State Agencies'.**