



STEVE SISOLAK
Governor

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF WELFARE AND SUPPORTIVE SERVICES
ADMINISTRATIVE OFFICE – PERSONNEL UNIT
2505 Chandler Ave, Suite 1
Las Vegas, NV 89120
HRSubmissions@dwss.nv.gov

RICHARD WHITLEY, MS
Director

STEVE H. FISHER
Administrator

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

SALARY & BENEFITS: Grade 20 – Approx. Annual Starting Salary - \$28,020.96

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 for entry-level work in a clerical or related series. The training period, allows individuals to enter the workplace and provides agencies an opportunity to assess the aptitude and potential of individuals to perform higher-level work. Duties may include, but are not limited to, performing duties in support of assisting program clientele; training in the following: answering and responding to telephone calls; 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, copiers, and scanners; and assisting with miscellaneous projects. Perform other related duties as assigned.

The starting salary for newly hired state employees will be at the beginning of the pay range. The State of Nevada offers a wide array of benefits to employees including paid holidays, annual and sick leave, health coverage, retirement, and many other additional options. Benefits include medical, dental, life and, disability insurance program; eleven paid holidays a year; three weeks of annual leave; three weeks of sick leave; State retirement system (PERS); and a tax sheltered deferred compensation plan is available. State employees do not contribute to Social Security, but a Medicare deduction is required. Long-term employees enjoy additional benefits.

Special Notes:

- Pursuant to NRS 293.5045, a voter registration agency shall not knowingly employ a person whose duties will include the registration of voters if the person has been convicted of a felony involving theft or fraud.
- A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for fingerprinting.
- A State of Nevada/FBI background check will be required of the selected applicant.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Courses at the high school level and/or relevant work experience. (*See [Informational Note](#)*)

TO APPLY: Applicants for the Clerical Trainee position may email a resume to HRSubmissions@dwss.nv.gov. Please format the email's subject line as follows: Last name, First name - Clerical Trainee.

We will also accept a printed resume, mailed or hand delivered to the address above, or faxed to (702) 631-2390. For additional information/questions please visit: http://nvjobs.nv.gov/Apply/How_to_Apply_for_a_State_Job/ or call 702-631-2374.

The hiring authority reviews your documentation and may contact you for an interview.

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

Working for the Welfare of ALL Nevadans