



STEVE SISOLAK  
Governor

STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
**DIVISION OF WELFARE AND SUPPORTIVE SERVICES**  
ADMINISTRATIVE OFFICE – PERSONNEL UNIT  
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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:** Please visit <https://careers.nv.gov/> to create a profile online. You can use this profile to apply for many State of Nevada jobs, however, please note that you cannot apply online for the Clerical Trainee position. All applicants for the Clerical Trainee position will need to print out their profile and mail, or hand deliver, it to the address above. You may also choose to email your profile in PDF format to [HRSubmissions@dwss.nv.gov](mailto:HRSubmissions@dwss.nv.gov). For additional information please visit: <http://nvjobs.nv.gov/Apply/How to Apply for a State Job/>

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*