



The College of Southern Nevada is pleased to announce the following anticipated classified vacancy for open and competitive recruitment.

CLERICAL TRAINEE

\$23,928.48 - \$34,117.92

Vacancy #2934

Job Description: Incumbents perform in a trainee capacity and acquire the knowledge, skills and abilities required in this occupation. Duties include, but are not limited to, training in the following: answering telephones; assisting with routine calls and routing non-routine correspondence and material; processing routine mail by opening and distributing to appropriate persons/sections; filing and retrieving documents; editing documents for completeness and accuracy; assisting with inventories; categorizing, label making; coding; batching and filing various materials; operating non-complex equipment and machines; and other class specific duties.

Education and Experience Courses at the high school level and/or relevant work experience.
SPECIAL NOTE: Six months of successful experience as a Clerical Trainee in Nevada State service provides for semi-automatic progression to the next level with the approval of the appointing authority.

The Examination: The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The best qualified applicants will be contacted for an interview.

Application Instructions: Applicants should apply on-line via the State of Nevada Applicant Processing System at <https://nvapps.state.nv.us/NEATS/Recruiting/ViewAnnouncement.aep?recruitmentId=2934>. Applicants will need to create a user account on the system and will be able to apply until recruitment needs are satisfied. Applicants are encouraged to apply immediately. Applicants who do not have access to the Internet or need assistance using the on-line portal may contact Colleen Carpenter, College of Southern Nevada, at 651-5800 or colleen.carpenter@csn.edu. TDD for the Hearing Impaired: (702) 651-4328. Visit our website at <http://www.csn.edu/>.

College of Southern Nevada recognizes that embracing diversity maximizes faculty and staff contribution to our goals and provides the best opportunity for student achievement. CSN is an equal opportunity/affirmative action employer. CSN is responsive to serving the education needs of a diverse and ever –changing community.