



UNLV Continuous Recruitment

CLERICAL TRAINEE

Announcement Number - 3355
\$24,888 - \$35,475 – Grade 20

Job Description 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 of date, inventorying, categorizing, label making, coding, batching and filing various materials, operating non-complex equipment and machines, and other class specific requirements.

***PLEASE NOTE:** UNLV keeps Clerical Trainee applications on file for six months. The six month period begins on the date that you are notified as an eligible candidate for the position. At the end of the six month period your application will be withdrawn from the recruitment. At that time if you would like to re-apply for the position you are welcome to do so.

Education and Experience Courses at the high school level and/or relevant work experience.

Special Notes 1) As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Special Requirements 1) 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.
2) As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Application Requirements 1) In order to be considered for employment at UNLV, ONLY the following documents MUST be attached to your online application in sequence:
1) Cover Letter
2) Resume
PLEASE NOTE: The NVAPPS System will direct you not to attach a resume. Please ignore this message for UNLV positions, and attach your cover letter and resume.

Application Instructions Applicants must apply online through NVAPPS, the State of Nevada on-line application system. Click on this link to apply for the position:
<https://nvapps.state.nv.us/NEATS/Recruiting/ViewAnnouncement.aep?recruitmentId=3355>

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 most qualified applicants will be contacted by the hiring agency for interview.

Direct inquiries or correspondence to:

University of Nevada, Las Vegas
4505 South Maryland Parkway
P.O. Box 451026

Las Vegas, Nevada 89154-1026

Phone: (702) 895-2894

E-mail: classified.recruitment@unlv.edu

TDD for the Hearing Impaired (800) 326-6868

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