



UNLV Open Competitive Recruitment

PERSONNEL TECHNICIAN II
Human Resources – Salary Administration

Announcement Number – 10691
\$32,677 - \$47,606 - Grade 27

Job Description As a member of the Human Resources Salary Administration Unit, the Personnel Technician II will assist campus department staff process pay and employment documents for various employee types. Audit of source documents for error and completion plus data entry of these documents into the Human Resources Management System are major components of the position. Providing excellent service and instruction to our campus constituents in person and over the phone is vital.

Education and Experience Graduation from high school or equivalent education and one year of technical personnel/payroll experience; OR one year of experience as a Personnel Technician I in Nevada State service; OR an equivalent combination of education and 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.

Application Requirements In order to be considered for employment at UNLV, ONLY the following documents MUST be attached to your 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 to your application.

Application Instructions **Application deadline is 5:00 p.m. on November 13, 2009.**
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=10691>

The Examination The exam will consist of a rating of training and experience and job sampling exercises. It is essential that applications include extensively detailed information with time frames regarding education and experience. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Only the best-qualified candidates will advance to testing which includes job sampling exercises to measure job-related skills, knowledge, and ability.

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

UNLV is an Affirmative Action/Equal Opportunity educator and employer committed to excellence through diversity.