



BRIAN SANDOVAL
Governor

STATE OF NEVADA
PUBLIC UTILITIES COMMISSION

ALAINA BURTEISHAW
Chairman

REBECCA WAGNER
Commissioner

DAVID NOBLE
Commissioner

CRYSTAL JACKSON
Executive Director

CLERICAL TRAINEE

The Public Utilities Commission of Nevada is accepting applications for future vacancies as they occur for the position of Clerical Trainee for its Las Vegas office.

DESCRIPTION: Clerical or related series. The training period, normally six months, 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, training in the following: answering telephone calls and routing non-routine calls to appropriate individuals; 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, typewriters, copiers, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects.

EDUCATION & EXPERIENCE: Courses at the high school level and/or relevant work experience.

SALARY & BENEFITS: Pay Grade 20 – \$24,888 Approx. Annual Salary

(Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.) Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 6 furlough days per fiscal year) through June 30, 2015. The Salary listed above does not reflect the reduction from the required furlough.

SUBMIT COVER LETTER AND RESUME TO:

Donna Skau
Public Utilities Commission
Email dskau@puc.nv.gov

Posted: 7/01/14