



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

ADMINISTRATIVE ASSISTANT III
Department of Student Financial Services

\$32,677.20 - \$47,606.40
Vacancy #10603

Job Description: Administrative Assistants perform a variety of clerical, secretarial and administrative support duties such as maintaining records and files; composing and editing correspondence; data entry; office management; and budget monitoring. Incumbents possess a degree of knowledge and proficiency sufficient to perform advanced-level work and may provide work direction and training to others. Incumbent is responsible for completing the Federal Verification Process of FAFSA data, investigates and resolves federal database match errors, reviews academic records for compliance with Satisfactory Academic Progress requirements, and reviews subsequent application transactions. Incumbent must have experience with Federal Financial Aid processing and/or as a Federal Tax preparer. This Position will primarily report to Cheyenne; however, flexibility depending upon volume and events is expected. **SPECIAL NOTE:** Please be advised that this position is subject to the State mandated unpaid furlough provisions in effect from July 1, 2009 -June 30, 2011.

Education and Experience Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; OR one year of experience as an Administrative Assistant II in Nevada State service; OR an equivalent combination of education and experience. **Special Note: 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.**

The Examination: The testing process will consist of a written exam weighted 100%. If there are five or fewer qualified applicants, the exam will consist of an application evaluation. Qualified applicants will be contacted by the hiring agency for interview. Areas of special attention for the written exam are: 20 questions on office operations and practices; 15 questions on computer usage; 15 questions on interpersonal relations; 10 questions on business math; 15 questions on reading comprehension; and 25 questions on English, grammar, and punctuation.

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=10603> Applicants will need to create a user account on the system and will be able to apply on-line until 5:00 p.m. on 11/04/09. Applicants who do not have access to the Internet or need assistance using the on-line portal may contact Carlos Reyes, College of Southern Nevada, at (702) 651-7482 or carlos.reyes@csn.edu. TDD for the Hearing Impaired: (702) 651-4328.

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.