CSN/NSHE INTERNAL PROMOTIONAL ANNOUNCEMENT
Administrative Assistant II
Campus Child Care Center

ANNOUNCEMENT: 17670
Class Code: 02.212
Filing: 09/14/12 – 09/21/12

Contact: Colleen Carpenter
Phone: (702) 651-7471

RECRUITMENT OPEN TO: The recruitment is open to active Classified employees who have been employed in state service for at least six months and are now employed at the College of Southern Nevada (CSN) or within the Nevada System of Higher Education (NSHE).

APPROX. ANNUAL SALARY BY RETIREMENT CONTRIBUTIONS – Grade 25
Employee/Employer Paid: $29,440.80 - $42,553.44
Employer Paid: $26,308.80 - $38,043.36

DIVISION RECRUITING: College of Southern Nevada, Campus Child Care Center (West Charleston Campus)

DESCRIPTION OF JOB: This position will report to the Campus Child Care Center located at the West Charleston Campus. This position will be responsible for the general atmosphere and duties of the office/reception area within the Child Care Center. Must have good communication skills with families, children, and staff along with an overall pleasant manner. Must be willing to fulfill the responsibilities in accordance with the Campus Child Care’s educational philosophy, mission, policies and guidelines in partnership with the Child Care Center. Responsibilities include: maintaining children's records including files, data entry, maintaining the wait list, and orchestrating registration of children into the program; maintaining employee files; professional development records, payroll and other general employee records. Other job duties include, but are not limited to: ordering/receiving supplies and equipment, duplication, internal help desk; center shopping; composing and editing correspondence, preparing/creating forms, documents; budget monitoring and financial records. This position may require occasional traveling between campuses and working extended hours and weekends as needed. Please note that employment is contingent upon the successful completion of an extensive background check. SPECIAL NOTE: Please be advised that this position is subject to the State mandated unpaid furlough provision effect from July 1, 2011 through June 30, 2013.

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent education and two years of clerical and administrative support experience which included experience in one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor; assisting customers in completing forms and applications; and/or performing secretarial duties in support of professional staff; OR one year of experience as an Administrative Assistant I 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.

TYPE OF EXAMINATION: If there are five or fewer qualified applicants, the exam will consist of an application evaluation. If there are more than five qualified candidates, the exam will consist of a 100% written weighted exam. The following are the number of questions and the category: 20 questions on Office Operations and Practices; 20 questions on Following Written Instructions and Reading Skills; 10 questions on Arithmetic; 20 questions on English, Grammar, Punctuation and Spelling; 15 questions on Computer Usage; and 15 questions on Interpersonal and Customer Service Skills. 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.

SUBMIT APPLICATION TO: Applicants should apply on-line via the State of Nevada Applicant Processing System at https://nvapps.state.nv.us/NEATS/Recruiting/ViewAnnouncement.aep?recruitmentId=17670. 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 09/21/12. 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 (702) 651-7471 or colleen.carpenter@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.