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

**IT TECHNICIAN 1**

**Bursar Department**

**Vacancy #17665**

**$29,440.80 - $42,553.44**

**Job Description:** This position will take on new responsibilities in the cashier’s office because of the iNtegrate project with ongoing set up and testing of the PeopleSoft system. This position will assist in the daily review of query based updates and trouble shoot issues surrounding their failure to process to success. Additionally, this position will troubleshoot issues surrounding external systems not receiving files created by queries previously identified. This position will assist in the term roll of fees, queries, query based updates, and equations. Part of the responsibilities of this individual will be to assist in the review all bundle notes and identify those that affect the student financial module. This position will be tasked with troubleshooting incidents on student accounts where the system is not functioning properly. This position assists in preparation of accounting pages in the PeopleSoft system. This includes setting up new item types with corresponding general ledger accounts once they have been provided from the Controller's Office. Performs basic math calculations including addition, subtraction, multiplication and division of whole number, fractions, decimals and percentages to be able to reconcile all transactions back to student or third party accounts. At times, there are special needs or circumstances that will require miscellaneous duties. 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.

**Education and Experience**

Graduation from high school or equivalent and two years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals; OR one year of relevant experience as an IT Technician Trainee in Nevada State service; OR an equivalent combination of education and experience. Special Note: Education above the high school level may be substituted for experience on the basis of 30 semester credits equals six months of the required experience up to a maximum of one year of the required experience. 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 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.

**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=17665](https://nvapps.state.nv.us/NEATS/Recruiting/ViewAnnouncement.aep?recruitmentId=17665). 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 09/28/12. 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 651-5800 or carlos.reyes@csn.edu. TDD for the Hearing Impaired: (702) 651-4328.

The 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.