Place on Agency Letterhead of the Recruiting Dept./Div

**Unclassified job announcement**

# Posted - Date

# **Job Title , Agency**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**AGENCY RESPONSIBILITIES:**

Describe the agency, the division, and it’s responsibilities.

**APPROXIMATE ANNUAL SALARY:**

Up to $salary range on compensation schedule plus benefits \* *(Salary range reflects retirement (PERS) contributions by both the employee and 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 4 hours per month) starting July 1, 2011 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

**BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

**POSITION DESCRIPTION:**

This position reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Describe the position’s responsibilities/duties.

**TO QUALIFY:**

Ensure there are no statutory requirements for this position first – then ask the agency for their desired qualifications.

**POSITION LOCATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTILTHE POSITION IS FILLED (or add a closing date)**

 (All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Department of \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_ Division

Attn: this could be the hiring manager, Agency HR Services representative or someone else within the agency as identified by the hiring manager.

Street address

City, NV zip code

(775) or (702).\_\_\_.\_\_\_\_

 *or* email to: \_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_

In subject line please reference: **Position Title on Job Announcement**

***The State of Nevada is an Equal Opportunity Employer.***