Place on Agency Letterhead of the Recruiting Dept./Div

**Unclassified job announcement**

# Posted – (date)

# **Job Title**

**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 its 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.)*

**BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance, 12 paid holidays, and paid sick and annual leave. Other employee-paid benefits such as deferred compensation plans are also available.

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

**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 list desired qualifications.

**TO APPLY:**

**Please submit a resume, letter of interest, and three professional references to:**

**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.)

*The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*