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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMO PERD #13/12

February 27, 2012

TO: Department Directors
Division Administrators
Agency Personnel Representatives
Agency Personnel Liaisons

FROM: LeeAnn Easton, Administrator
Division of Human Resource Management (DHRM)

SUBJECT: Procedures for Clerical Trainee

In response to agencies' requests, effective today, the Clerical Trainee class will return to being an application to agency recruitment. The recruitment will be posted on the DHRM webpage, similar to the unclassified jobs section. The recruitment will not actually be open in NVAPPS and applicants do not have to apply through that system. Any interested person may submit either a hard copy application or a copy of their applicant profile directly to any agency where they are interested in working. The agency may review the information, determine eligibility, and make a hiring decision. Prior to making any appointment, the hiring authority must check to make sure there are no layoffs on the Clerical Trainee list. To ensure your agency receives the best qualified candidate, the agency must attempt to communicate with (5) five or more eligible persons they deem most qualified. When an offer has been made and accepted, please attach the applicant profile or hard copy application and submit with the ESMT-A form.

If you should have any questions, please feel free to contact Rose Stone at (775) 684-0150.

Thank you,

A handwritten signature in blue ink that reads "Lee-Ann Easton".

Lee-Ann Easton, Administrator
Division of Human Resource Management