

Clerical Trainee

This position is with Nevada Early Intervention Services in the Aging and Disability Services Division located in Las Vegas, Nevada. This position performs clerical and secretarial duties in support of the program. Reception, data entry, answering telephones, maintaining and filing records. Open, screen and route mail. Review basic forms and applications for completeness. Complete recurring tasks that require following standardized, sequential steps, manuals and/or written or verbal instructions and support for professional staff. Salary to be discussed at interview.