

CLASSIFIED ADVERTISING

GOVERNMENT JOBS
\$16,040 - \$59,230/yr. Now Hiring. Call (1) 805 -687-6000 Ext. R-22036 for current federal list.

ATTENTION: EXCELLENT INCOME FOR HOME ASSEMBLY WORK. INFO. CALL 504-646-1700 DEPT. P2612

Earn up to \$339 per week. Assemble products at home. Amazing record message reveals details.
382-7848

Wanted - Mature Babysitter, over 21, for 14 month old. Monday through Friday, 7:00 a.m. to 2:00 p.m. In my home. Salary negotiable. Please call 647-1698.

GOVERNMENT HOMES

From \$1.00 (U-Repair) delinquent tax properties and repo's. For current lists call 1-800-242-4944 Ext. 6397 also open evenings.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC. HAS POSITIONS AVAILABLE IN LAS VEGAS, MERCURY AND TONOPAH, NEVADA FOR THE FOLLOWING:

SENIOR CLERK

These positions require high school graduation or equivalent plus one year of clerical experience and the ability to type 44 net words per minute.

SECRETARY II

These positions require high school graduation or equivalent plus specialized training in secretarial courses such as typing and office machines. Must have one year of secretarial experience and demonstrated ability to type 50 net words per minute and have shorthand skills at 80 words per minute with 3 errors or less. Words processing skills are desirable.

SENIOR SECRETARY

These positions require high school graduation or equivalent plus specialized training in secretarial courses such as typing and office machines. Must have two years of secretarial experience and demonstrated ability to type 50 net words per minute and have shorthand skills at 90 words per minute with 3 errors or less. Word processing skills are desirable.

LIBRARY ASSISTANT

(Work Location: Tonopah, Nevada)

This position requires high school graduation or equivalent plus three years of library experience.

EQUAL OPPORTUNITY EMPLOYER M/F

Liberal Fringe Benefits. Replies Held Confidential. Must be a U.S. citizen. Drug/alcohol screening test required.

ALL APPLICANTS MUST APPEAR IN PERSON:

Trudie L. Rainey
Recruiting & Employment Administrator
Reynolds Electrical & Engineering Co., Inc.
2501 Wyandotte
Las Vegas, NV 89102
Tel: (702) 295-1900

ACCOUNTING CLERK I

Salary: \$18,397.58 - 20,973.55/ year*

Requirements: Graduation from high school, or equivalent, and two (2) years experience as a cashier and dealing with the public, or any equivalent combination of education and/or experience.

Special Requirements: Possession of, or the ability to obtain, a Class III Nevada driver's license, and maintenance of an excellent driving record.

WHERE TO APPLY: City Hall, Personnel Department, 243 Water Street, Henderson, Nevada 89015. Phone (702)565-2070. City application must be received no later than 5:30 p.m. on Wednesday, July 5, 1989. HOURS OF OPERATION: 7:30 p.m. to 5:30 p.m., Monday through Thursday.

*Subject to PERS reduction

**AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER**

"ATTENTION - HIRING!
Government jobs - your area. Many immediate openings without waiting list or test. \$17,840 - \$69,485. Call 1-602-838-8885. EXT 89637."

POSITION ANNOUNCEMENT CLARK COUNTY COMMUNITY COLLEGE

Clark County Community College is seeking candidates with a strong commitment to the community college philosophy for the position of Coordinator of Student Financial Aid and Veterans' Affairs.

Position: Coordinator of Student Financial Aid and Veterans' Affairs

Qualifications: Bachelor's degree is required. Master's degree is preferred. Applicants must have experience in student affairs, counseling, accounting or related fields. Applicants with experience in student financial assistance possessing a thorough knowledge of major financial aid programs, student budgets, needs analysis systems, program regulations and procedures related to the delivery of aid will be given preference. Applicants must have the ability to communicate effectively both orally and in writing.

Responsibilities: Reports to the Director of Student Financial Services. Has the responsibility of the delivery of all student financial assistance and veterans educational benefits. Duties include interpreting and implementing federal regulations, making awards, performing verification requirements, monitoring satisfactory progress, counseling students, developing forms, updating the office policies and procedures manual, conducting and participating in financial aid presentations on and off campus, and other related duties. Supervises five full-time staff members plus work-study and part-time students and staff at other sites.

Salary: Range of \$29,000 to \$32,000. This is a 12 month contract.

Application Procedure: Completed applications include a letter of application and a resume. Copies of transcripts will be required prior to interview. A minimum of 3 letters of reference dated within the last 2 years is preferred. Screening will commence July 17, 1989. Materials should be sent to:

Personnel Office
Clark County Community College
3200 E. Cheyenne Avenue
North Las Vegas, Nevada 89030

Clark County Community College is an Affirmative Action, Equal Opportunity Employer.

Clark County Community College Nursing Program Instructors

Responsibilities: Teach nursing courses in the classroom and clinical settings; teach courses in the health professions core curriculum. Nursing teaching assignments may be in the first or second year of the "1+1" articulated practical nursing and associate degree nursing programs. Participate in division and college committees and activities.

Qualifications: Bachelors degree in Nursing required. Masters required. Masters degree in nursing preferred. Eligible for licensure as a registered nurse in the State of Nevada. Experience in clinical practice in (OB/Peds and/or medical surgical) and nursing education required; experience in community college teaching preferred. Commitment to the philosophy and mission of the community college.

Application Procedure: Letter of application, current resume, names, addresses, and phone numbers of three references should be forwarded to:

Personnel Office, C1A
Clark County Community College
3200 E. Cheyenne Avenue
North Las Vegas, NV 89030

Salary Range: Competitive salary and liberal fringe benefits package

Deadline for Application: Applications will be accepted until the position is filled with review of applications beginning on July 7, 1989.

Target Date for Employment: August 21, 1989
AA/EEO