

November 20, 2017

## **NOTICE OF JOB OPENING**

### **POSITION: Deputy Clerk-Treasurer II**

Classification: 11-1

Entry Hourly Rate: \$13.08

*This is a full-time position with benefits including health, dental and vision insurance, accrual of sick and annual leave, paid holidays and enrollment in the Public Employees Retirement System.*

---

Opening Date for All Applicants: Monday, November 20, 2017

Closing Date for All Applicants: Thursday, November 30, 2017

---

### **SUMMARY OF JOB DUTIES**

Responsibilities of this position include, but are not limited to: filing and maintaining voter registrations and various documents related to elections, assisting with local and federal elections preparation and set-up; collecting and processing tax payments and other revenues; processing miscellaneous fees and deposits. Position requires the ability to multi-task and will include cross-training for all functions/aspects of the office.

### **MINIMUM QUALIFICATIONS**

1. Must be at least 18 years of age.
2. Must be bondable.
3. High School Diploma or GED equivalent.
4. Must have experience with Microsoft Word, Excel and Outlook. Experience with IBM AS/400 preferred.
5. Excellent typing, spelling, grammar, punctuation and 10-key calculator skills.
6. Must be able to maintain a positive working relationship with other offices, the general public and other employees.
7. Must have the ability to work independently and without direct supervision; maintain composure under difficult circumstances and exercise discretion in maintaining sensitive and confidential information.

Applications are available at the Mineral County Clerk-Treasurer's Office, 105 South "A" Street, Hawthorne, NV, between 7:00 a.m. and 5:00 p.m., Monday thru Thursday (excluding holidays) or on the Mineral County's Website @ [mineralcountynv.us](http://mineralcountynv.us). For additional information, please call (775) 945-2446.

**Accommodations for disabled applicants can be arranged by calling the**

**Clerk-Treasurer's Office at (775) 945-2446.**

**Mineral County is an Equal Opportunity Employer.**

**Mineral County is a Drug and Alcohol Free Workplace.**