

NOTICE OF JOB OPENING

POSITION: Utilities Account Clerk

Grade 11

Entry Level Hourly Rate: \$13.08 per hour

This is a full-time position w/benefits including health, dental & vision insurance, uniform clothing, leave accrual for sick & annual of 120 hrs per year, paid holidays and enrollment in the Public Employees Retirement System.

Opening Date:

Tuesday– March 27, 2018

Closing Date:

Until Filled

JOB DUTIES

The Utility Account Clerk is responsible for accurate daily and monthly operations and reports. The Clerk must have a working knowledge of the AS400 system, Microsoft Office programs, networking and office equipment. The clerk must possess skills in typing, accounting, spelling, multitasking, and good working relationships with the public and other county offices.

QUALIFICATIONS

1. Must be at least 18 years of age
2. High School education or GED equivalent
3. Proficiency in math and problem solving
4. **Working knowledge of business English, spelling and mathematical calculations and good filing skills. Knowledge of IBM AS400 Computer System, QuickBooks Accounting Software, Microsoft Word, and Excel and knowledge of office equipment**
5. Ability to prioritize, organize projects and multi-task
6. Ability to compose business letters and various reports
7. Some travel for training may be required
8. Must possess a positive working relationship with other county offices, employees and the public
9. Must be bondable

Applications are available at www.mineralcountynv.us or the **Hawthorne Utilities Office**, 395 'E' Street, P.O. Box 1448, Hawthorne, NV 89415, or call (775) 945-2486 between the hours of 8:00 a.m. & 5:00 p.m. Monday Through Friday for more information.

Mineral County will require successful applicants for all positions who are offered employment to consent to a pre-employment drug screen

Mineral County is an Equal Opportunity Employer

Accommodations for disabled applicants can be arranged by calling the Office of the Recorder/Auditor (775) 945-3676

Mineral County is a Drug and Alcohol Free Workplace