

October 24, 2018

## **NOTICE OF JOB VACANCY**

**POSITION: Administrative Asst/Deputy Register II**

**Class/Grade: 13**

**Hourly Rate: \$13.79 - \$14.49 (DOE)**

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

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**Opening Date for All Applicants: Wednesday, October 24, 2018**

**Closing Date for All Applicants: Friday, November 9, 2018**

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### **JOB DUTIES**

This position acts a liaison for the County Health Officer between various departments/agencies in both the County and State as necessary. Performs clerical support for the County Health Officer such as correspondence, answering phones, preparing reports, maintaining records and assists with preparing the annual budget for Health Services. Also responsible for screening incoming health complaints and will attend classes and obtain certifications as needed.

### **QUALIFICATIONS**

1. Must be at least 18 years of age.
2. High School Diploma or GED equivalent.
3. Two (2) years experience working with the public/customer service
4. Strong computer skills preferably Microsoft Office, etc.
5. Strong computer skills with various social media sites & websites.
6. Ability to work discreetly & confidentially.
7. Must possess a positive working relationship with other County offices, employees and the Public.

Applications are available at the **Mineral County Public Health Nurse's Office**, 331 First St. (P.O. Box 1477) Hawthorne, NV or at **Mineral County Recorder-Auditor's Office**, 105 South "A" Street, Hawthorne, NV between 8:00 a.m. - 5:00 p.m. or call (775) 945-3657. Applications are also available on the County's website [mineralcountynv.us](http://mineralcountynv.us) and click on the Employment Opportunities link. Applications can be emailed to [wnixon@health.nv.gov](mailto:wnixon@health.nv.gov) or [recorderauditor@mineralcountynv.org](mailto:recorderauditor@mineralcountynv.org)

**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.**