

November 20, 2018

## **NOTICE OF JOB OPENING**

**POSITION: Hawthorne Justice Court Clerk**

**UNCLASSIFIED**

**HOURLY RATE: \$12.35 PER HOUR**

*This is a full-time position with benefits including paid medical, dental, vision & life insurance for employee, employer paid enrollment in the Public Employees Retirement System (PERS), paid sick and annual leave accrual and paid holidays.*

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Opening Date for all Applicants:	Tuesday, January 28, 2019
Closing Date for all Applicants:	Thursday, February 7, 2019

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### **JOB DESCRIPTION**

The duties of this position shall include but not limited to input of traffic citations. Correspondence and telephone inquires concerning traffic school, extensions and setting court dates. Taking payment for traffic citations, correspondence concerning non-payment letters and warrants on traffic citations. Civil action such as Temporary Protective Orders (TPO), Evictions and Small Claims.

### **QUALIFICATIONS**

1. Must be at least 18 years of age.
2. High School Diploma or GED equivalent.
3. Strong computer skills, including Word and Excel.
4. Must possess valid Nevada driver's license.
5. Must possess a positive working relationship with other offices, employees, and the Public.

Applications are available at the **Hawthorne Justice Court**, 166 E Street, Hawthorne, NV, (775) 945-3859 or the **Mineral County Recorder-Auditor's Office**, 105 South A Street, Hawthorne, NV 89415, or call (775) 945-3676 for more information.

**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.**