

April 11, 2017

## **NOTICE OF JOB OPENING**

**POSITION: Program Aide (Parks & Recreation)**

Unclassified - HOURLY RATE: \$10.30

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Opening Date for All Applicants: Tuesday, April 11, 2017

Closing Date for All Applicants: Until Filled

***This is a part-time position not to exceed 19 hrs per week***

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### **JOB DESCRIPTION**

Under the direction of the Parks & Recreation Coordinator and/or the Board of Mineral County Commissioners, this position will assist with programs & activities with emphasis on general office & receptionist skills at the Young Citizens Activity Center and other Park & Recreation facilities.

### **QUALIFICATIONS**

1. Must be at least 18 years of age.
2. Must possess a valid Nevada Driver License
3. High School diploma or GED.
4. Ability to work with limited supervision.
5. Basic computer skills.
6. Good communication skills.
7. Some supervisory experience helpful.

Applications are available at the office of the Recorder-Auditor - Mineral County Courthouse 105 South "A" Street, Hawthorne, NV between 8:00 a.m. - 5:00 p.m. and also on the County's website @ [mineralcountynv.us](http://mineralcountynv.us). Please call (775) 945-3676 for more information.

***This position will be subject to a background check.***

***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.***