

Administrative Clerk I Position Available

The Pershing County Recorder-Auditor is accepting applications for a part-time (30 hours per week) Administrative Clerk I position. Although this is an entry level position, all levels of experience may apply. Applicant must be able to perform a broad range of clerical duties and have knowledge of general office equipment. Applicant should be able to organize and maintain accurate files and records; provide factual information both in person and on the telephone; accurately type at a rate sufficient to perform assigned duties; and have knowledge of office practices, procedures, and correct English usage. Computer knowledge is required. This position will consist mainly of duties pertaining to the Recording portion of the Office. These duties would include recording, indexing, and scanning of all documents. The ability to deal with the public is vital. Applications are available at the Office of the Recorder-Auditor, 398 Main Street, Lovelock, Nevada or at www.pershingcounty.net. Applications must be returned by March 12, 2010, at 5:00 P.M.

PERSHING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER