

ADMINISTRATIVE CLERK POSITION

The Pershing County Assessor's Office is accepting applications for an Administrative Clerk I/II position. The position is full time with regular county benefits. Starting classification will be based on skills, knowledge and experience of the applicant.

Applicants should have knowledge of office procedures, office equipment, computers and accurate English usage, business math, handling of financial funds and the ability to provide factual information both in person and on the telephone.

Applications are available from the Assessor's Office, 398 Main Street, Lovelock, NV (775-273-2369) or online @ pershingcountynv.gov and must be returned and accompanied with a mandatory resume, no later than Wednesday, September 9, 2020.

Successful applicant will have to pass a background check.

Pershing County is an Equal Opportunity Employer.