

Administrative Clerk I

The Pershing County Cooperative Ag Extension Office is accepting applications for a full time 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, knowledge of office practices and procedures and correct English usage. Applications are available at the Pershing County Clerk-Treasurer's Office, 398 Main Street, Lovelock, Nevada or at www.pershingcounty.net. The deadline for applications is January 29, 2010, at 5:00 p.m. Pershing County is an Equal Opportunity Employer.

The Pershing County Public Defender's Office is accepting applications for a part-time position (19 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, knowledge of office practices and procedures and correct English usage. Applications are available at the Pershing County Clerk-Treasurer's Office, 398 Main Street, Lovelock, Nevada or at www.pershingcounty.net. The deadline for applications is January 22, 2010, at 5:00 p.m. Pershing County is an Equal Opportunity Employer.