

# **Administrative Assistant I**

The Pershing County District Attorney's Office is accepting applications for a full time Administrative Assistant 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. Furthermore, applicant should be able to understand and apply specific rules and regulations, make appropriate decisions independently, organize and maintain accurate files and records, provide factual information both in person and on the telephone, and accurately type at a rate sufficient to perform assigned duties. Additionally, all applicants must have basic knowledge of office practices and procedures, basic record keeping and data entry, and correct English usage. Applications are available at the District Attorney's Office located at 400 Main Street, Lovelock, (775) 273-2613 or at [www.pershingcounty.net](http://www.pershingcounty.net). The deadline for applications is June 22, 2009 at 5:00 p.m. Pershing County is an Equal Opportunity Employer.