



# Douglas County Human Resources Job Announcement

## Clerk to the Board I, Part-Time Clerk-Treasurer's Office

**Responsibilities:** Performs a variety of clerical and administrative support to the Board of Commissioners, Planning Commission, and County Board of Equalization; performs other specialized functions in support of the County Clerk's Office. Prepares meeting agenda for County Boards (Board of Commissioners, Planning Commission, and Board of Equalization;) prepares agenda meeting information packets for Board members and others; prepares notices and abstracts for posting and publication of Board agendas and ordinances; posts agendas on websites. Takes notes of the meetings, and records and preserves the actions of Board meetings; prepares, edits, and distributes meeting minutes and other documents resulting from the Board's actions; assures the accuracy and integrity of the agenda packets and departmental documentation. Prepares and presents completed agenda to the staff agenda meetings; distributes final Agenda and back-up materials; meets legal requirements for posting and publishing Board documents.

Coordinates preparation of public hearings for awards and ceremonial resolutions of the Board; attends Board meetings and prepares minutes for Board approval; follows up to obtain signatures as needed on pending and completed business. Reviews, records and preserves all resolutions, ordinances, contracts and other records and documents of the Boards; determines what information should be part of the permanent record. Supports the Clerk's office with licenses and applications, and receives payments and legal documents; answers phones and process mail; provides information to the public and assistance within the scope of designated authority; receives and sends information to and from other agencies and jurisdictions. Supports the election functions of the Clerk's Office in election years.

**Minimum Qualifications:** High School Diploma, or equivalent, and three (3) year's clerical and secretarial experience that includes work in the public sector, or an equivalent combination of education and experience. Current typing certificate 40 words per minute required. Transcription skills, speed writing or shorthand is desirable.

**Skill and Ability:** Knowledge of principles of record keeping, filing and records management; business and personal computers, and business office software applications such as Windows, Excel, Word, Adobe Acrobat, and Outlook.

Ability to accurately and concisely record proceedings of meetings; maintain complex and comprehensive records; compile reports, compose minutes, and makes decisions in procedural matters without immediate supervision; plan, prioritize and carry out assignments with minimum supervision; manage complex calendars and schedule complex meeting agendas.

Skills in transcribing dictation, especially legal terminology; assessing and prioritizing multiple tasks, projects and demands; establishing and maintaining effective working relations with co-workers.

**Salary:** \$17.02 - \$22.87 per hour. 9.5 hours per week. Hours are flexible. No Benefits

**Filing Information:** Douglas County application and **current typing certificate required at time of submitting application.** Resumes are accepted when attached to a completed application. Applications returned without the required documentation **will not** be considered. To request an application, please call (775) 782-9876, Human Resources or [www.douglascountyhr.com](http://www.douglascountyhr.com) Submit application to Douglas County Human Office, 1594 Esmeralda Ave., P.O. Box 218, Minden, NV 89423.

**Closing Date: 4:00 p.m., Monday, February 22, 2010**

Douglas County is an Equal Opportunity Employer Drug Free Workplace  
Douglas County Human Resources, 1594 Esmeralda Ave., P.O. Box 218, Minden, NV 89423  
Accommodations for disabled applicants can be arranged by calling Human Resources (775) 782-9860  
TTD (775) 782-9070 Fax (775) 782-9083  
[www.co.douglas.nv.us](http://www.co.douglas.nv.us)

## *Available Locations to Obtain Typing Certificates*

**Typing certificates must be valid within six months.** Certification must be on professional letterhead; photocopies will be accepted. **Certification by agencies or substantiated educational institutions only. We do not accept internet typing certificates.** If you need special accommodations, please advise the specific testing service.

### **Kelly Temporary Services**

1175 Fairview Drive - Ste. D  
Carson City, NV 89701  
(775) 887-9191  
\$5.00/test

### **Moonlighting Personnel Services**

1020 Corbett Street  
Carson City, NV 89702  
(775) 882-1221  
\$10.00/test

### **Manpower Temporary Services**

1935 N. Carson Street  
Carson City, NV 89706  
(775) 687-2020  
\$10.00/test

### **Substitute Personnel/Business Services**

2572 Hwy. 50 Ste #2  
South Lake Tahoe, CA  
(530) 544-6071  
\$20.00/test

### **J.O.I.N.**

1927 N. Carson  
Carson City, NV 89701  
(775) 885-8353  
\$25.00/test

### **Valley Job-Line**

1662 Hwy 395 N, Ste #217  
Minden, NV 89423  
(775) 782-8220  
\$10.00/test

### **Blue Ribbon**

1702 County Rd  
Minden, NV 89423  
(775) 782-3208  
\$5.00/test

### **Spherion Staffing**

1201 Johnson St., Suite C  
Carson City, NV 89706  
(775) 883-9559  
\$10.00/test

### **Nevada Job Connect**

1929 N Carson St  
  
Carson City NV 89701  
(775) 684-0400  
\$FREE

**TYPING CERTIFICATES MUST BE VALID WITHIN SIX MONTHS**