



# Douglas County Human Resources Job Announcement



## Office Assistant I Part Time Town of Minden

**Responsibilities:** Responsible for performing a variety of entry-level clerical and routine administrative duties related to the function assigned. Not limited to; answering phones and delivering messages, assisting customers, operating photocopy machine, filing, sorting and distributing mail and correspondence, typing and computer data entry. Performs routine technical tasks plus other duties as assigned.

**Minimum Requirements:** No minimum education or experience; must have the ability to understand and follow instructions and learn new skills. A high school degree or equivalent is highly desirable. Minimum of two-year experience in an office/customer service environment and prior computer experience, especially in word processing and spreadsheet applications highly preferred. Typing skill of 45 wpm desirable. Typing certificate required at time of submitting application.

**Salary:** \$10.80 - \$14.66 per hour 19 hours a week no benefits.

**Top qualifying candidates may be tested on basic computer word processing and spreadsheet knowledge.**

**Filing Information:** **A Douglas County Application and typing certificate is required at time of submitting application. Applications returned without the required documentation will not be considered.** Application must be received by the deadline. Postmarks are not accepted. 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 or visit our web site at [www.douglascountyhr.com](http://www.douglascountyhr.com). Submit application to Douglas County Human Resources Office, 1594 Esmeralda Avenue, 1<sup>st</sup> Floor, P.O. Box 218, Minden, NV 89423.

**Closing Date: 4:00 p.m., Monday, February 13, 2012**

Douglas County is an Equal Opportunity Employer and Drug Free Workplace  
Douglas County Human Resources, 1594 Esmeralda Avenue, 1<sup>st</sup> Floor, 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

## *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**