



## Douglas County Human Resources Job Announcement

### Deputy Clerk On Call Minden Clerk-Treasurer s Office

**Responsibilities:** This position will perform a wide variety of clerical and administrative support duties which can include composing and editing correspondence; computer operation and data entry; conducting internal office research; providing customer service and numerous other duties as may be assigned. This position may perform duties involving contact with materials of a sensitive or secure nature, thereby requiring the work be done in a confidential manner.

This position will assist in the operations of one or more of the following offices: County Clerk, Elections, County Treasurer, Tahoe General Services and District Court Clerk.

Position will be based in the Minden Inn, 1594 Esmeralda Avenue, Minden, NV.

#### Special Notes

- 1) Must possess and maintain a valid Nevada Driver s License. DMV printout will be required if invited to an interview.
- 2) Must be a Douglas County resident and U.S. citizen.

**Requirements:** Graduation from high school or equivalent education and one to three years of clerical experience which includes experience in one or more of the following areas: answering telephones, computerized word processing for composing and reviewing forms, documents and other written materials; scanning documents; computer data entry by keyboard or 10-key; and providing over-the-counter customer service. **Current typing certificate required for 40 w.p.m.**

**Salary Range/ Benefits:** \$15.03 - \$20.21 per hour, on call position may be called when needed no set hours, no benefits

**Filing Information:** **A Douglas County Application, Typing Certificate required at time of submitting application. DMV printout will be required if invited to an interview.** 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, 1616 8<sup>th</sup> Street, P.O. Box 218, Minden, NV 89423.

**Closing Date: 4:00 p.m., Monday, August 31, 2009**

Douglas County is an Equal Opportunity Employer and Drug Free Workplace  
Douglas County Human Resources, 1616 8<sup>th</sup> Street, 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

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## *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

\$10.00/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**