



Douglas County Human Resources Job Announcement

Deputy Clerk On Call Tahoe 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 at Tahoe General Services, 175 Highway 50, South Lake Tahoe, NV.

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.** 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. Submit application to Douglas County Human Resources Office, 1616 8th Street, P.O. Box 218, Minden, NV 89423.

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

Douglas County is an Equal Opportunity Employer and Drug Free Workplace
Douglas County Human Resources, 1616 8th 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