

Office Assistant  
City of Lovelock – City Clerk Office

The City of Lovelock – City Clerk’s Office is accepting applications for an Office Assistant’s position. The position is half-time. (4 hours a day). Starting Salary is \$13.00.

Requirements: Applicants must possess high school diploma or a general education diploma and pass a pre-employment drug screen. Applicants should have knowledge of office procedures, office equipment and computers, basic record keeping, correct English usage and business math. Knowledge of government accounting is a plus. The ability to deal with the public is a must.

Applications are available from the City Clerk’s office, 400 14ths Street, Lovelock, NV (775-273-2356) or on our website [www.cityoflovelock.com](http://www.cityoflovelock.com) under publications and must be returned accompanied by a mandatory resume. **Position open until filled.**

The City of Lovelock is an Equal Opportunity Employer and will not discriminate against employees or applicants for employment or services in an unlawful manner.