

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. This position will start July 1st, the position is half-time. (4 hours a day). Starting Salary depends on experience.

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 under publications and must be returned accompanied by a mandatory resume. **Position open until filled.**