

CITY OF LOVELOCK
HELP WANTED

CITY CLERK. Must possess knowledge of general accounting, basic elements of English usage, operation of basic office equipment, business letter and report typing procedures, telephone and receptionist etiquette, and ability to work independently. Must be able to travel for training and/or meetings.

Requirements: Applicants must possess high school diploma or a general education diploma and pass a pre-employment drug screen. This is a full time position with starting salary will be determined by experience.

An application and statement of qualifications and duties can be obtained from the Lovelock City Clerk's office in person at City Hall, 400 14th Street, Lovelock, Nevada, or by telephone at 775.273.2356 or by mail addressed to City Clerk, PO Box 238, Lovelock, Nevada 89419 or on our website: cityoflovelock.com -- link to job announcements.

This position will be close Friday December 5th by 5:00 PM

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.