



# Churchill County Human Resources

Human Resources

◆ Loss Control

◆ Safety

## OPEN JOB ANNOUNCEMENT

### CLERICAL SPECIALIST

Salary: \$14.51 per hour

Plus 100% paid retirement, health benefits, vacation and sick leave

Applications are invited for an eligible list for the full-time regular position of Clerical Specialist. The duties include providing clerical and administrative support in the Clerk/Treasurer's Office. Duties may be performed in the areas of election administration and property tax administration, as well as other areas as needed. Duties include entering data into a database system, preparing reports for internal and external use, answering telephones, assisting the public in person, developing and maintaining filing systems, writing correspondence, preparing spreadsheets, and developing databases and forms for the input of data.

The office extensively utilizes computer technology in performing its work. It is expected that

the individual selected for this position will be proficient with computers and adaptable to change as new systems and procedures are put into place.

Selection for oral interview will be based upon qualifications presented in application materials. An eligible list will be established based on application and interview results. The eligible list will be maintained for twelve months and may be used for other Countywide openings for Clerical Specialist. Inclusion on the eligible list is not a guarantee of a current or future interview or job offer. ***Failure to submit the supplemental questionnaire or other application materials will remove your application from consideration.***

### MINIMUM QUALIFICATIONS

Up to three years of general staff support experience.

Experience using word processing, spreadsheet and database software; experience with Microsoft Word and Microsoft Excel preferred. Training and/or experience in ArcView is desirable. Training and/or experience with an AS400 system is desirable.

Experience performing clerical duties and knowledge of clerical methods and procedures.

Experience working as a cashier and balancing out cash drawers.

Bilingual ability (fluency in Spanish and English) is desirable.

Experience providing professional customer service in an office environment on a regular basis.

Experience with elections is desirable, but not required.

Knowledge of correct business English, including proper spelling, grammar and punctuation. Knowledge of business arithmetic; knowledge of bookkeeping and record keeping principles and practices.

Any combination of education and/or experience that could likely provide the desired knowledge and abilities.

### APPLICATION PROCEDURE

Submit completed County application form, a cover letter, a résumé, along with the supplemental questionnaire to Churchill County Human Resources, 155 N. Taylor Street, Suite 155, Fallon, Nevada not later than **3:00 PM, Monday, April 15, 2013**. Your application must clearly show your qualifications for the position to receive further consideration. Only the most appropriately qualified candidates will be invited for interview. ***Professional presentation of application materials will be taken into consideration when evaluating applications.***

This announcement is generally descriptive of the duties and qualifications for the job. It is not to be construed as an expressed or implied contract.





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<b>TITLE:</b>	<b>Clerical Specialist</b>	<b>JOB CODE:</b>	1055
<b>PREPARED:</b>	6/30/03	<b>FLSA:</b>	Non-Exempt
<b>UPDATED:</b>		<b>REVISION #:</b>	

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**Summary:** Under general supervision, performs a variety of office administrative support duties for County departments.

**Distinguishing Characteristics:** This classification is distinguished from the Document Control Specialist by the greater variety and complexity of work responsibilities.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Processes correspondence, reports, forms and specialized documents from drafts, notes, tapes or instructions; composes various correspondence.
- Reviews written documents for accuracy, spelling, grammar, completeness and compliance with departmental policies and regulations.
- Enters, edits and retrieves data and prepares periodic or special reports; creates customized reports, spreadsheets and other documents.
- Prepares and updates a variety of records, forms and reports which may require mathematical calculations or the consolidation of information from several separate sources.
- Processes forms such as work orders, requisitions, invoices, billings and related documents.
- Receives and responds to questions or information requests from the general public regarding County programs, services, policies, procedures or regulations; accepts applications, issues permits and collects fees.
- Serves as a receptionist by receiving and screening visitors and phone calls.
- Receives, sorts and distributes mail; schedules appointments; makes travel arrangements; takes meeting minutes; maintains filing systems.
- Performs related work as required.

## MINIMUM QUALIFICATIONS

### Required Knowledge and Skills:

- Knowledge of office practices and procedures and office equipment.
- Knowledge of the principles and practices of records administration.
- Knowledge of grammar, punctuation, spelling and syntax.
- Knowledge of County and department policies, procedures, rules and regulations.
- Skill in performing mathematical calculations and computations.
- Skill in operating a variety of modern office equipment.

## **JOB DESCRIPTION**

### Clerical Specialist

- Skill in maintaining moderately complex record and filing systems.
- Skill in proofreading.
- Skill in the operations of a personal computer and various software applications.
- Skill in working under pressure with confined deadlines.
- Skill in establishing and maintaining effective working relationships with peers, supervisors and the general public.
- Skill in effective oral and written communications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

#### **Education, Experience, Certifications and Licenses:**

- High School diploma or equivalent GED certificate.
- Up to three years of general staff support experience.
- May require possession of a valid State of Nevada Driver's license.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.

#### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, calculator, 10-key adding machine, cash register, laminator, binding machine, camera, video equipment, two-way radio and motorized vehicle.

**Churchill County  
SUPPLEMENTAL QUESTIONNAIRE**

***CLERICAL SPECIALIST - CLERK/TREASURER'S OFFICE***

**NAME** \_\_\_\_\_

Please handwrite a response to the following questions and include your responses with your application. Use only the space allowed on this form. Your application will not be considered without complete answers to the questions. You must also completely fill out the experience section of the regular application.

Your response will be judged for content and presentation. Presentation includes neatness, spelling, punctuation, grammar and clarity.

- 1) Do you have at least three years of full-time clerical experience working in an office environment?  
    \_\_\_ Yes      \_\_\_ No
- 2) Are you bilingual in Spanish and English? \_\_\_ Yes \_\_\_ No
- 3) On a scale of 1 to 10, how would you rate your proficiency with Microsoft Word? \_\_\_\_\_
- 4) On a scale of 1 to 10, how would you rate your proficiency with Microsoft Excel? \_\_\_\_\_

5) Describe your experience assisting members of the public in an office environment. Include how long you performed these functions, how heavy the public "traffic" was and what the nature of your assistance was. Also describe your experience handling money and accounting for the money you received.
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**I certify I have prepared and written my responses to the above questions.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_