

CITY OF WINNEMUCCA

JOB OPPORTUNITY

Deputy Clerk-Treasurer

The City of Winnemucca is hiring a full-time Deputy Clerk-Treasurer in the City Clerk-Treasurer's office. The salary range for this position is \$52,218 - \$58,197, depending on experience. Benefits include annual vacation and sick leave accrual, employer paid PERS, employer/employee paid health, dental, vision, and life insurance.

Under the general direction of the Clerk-Treasurer, the Deputy Clerk-Treasurer performs work in providing executive-level assistance to management. The Deputy Clerk-Treasurer assists in the planning and coordination of the administrative functions of the office as well as providing a variety of routine to complex clerical and financial support. This position has an increased level of responsibility and independence while performing required duties.

The successful candidate will have a high school diploma or equivalent with a minimum of four years of progressively responsible experience working in an office environment which frequently entailed the use of a computer to prepare complex narrative and/or statistical or financial documents, two years of which involved supervision or management of staff. A strong background in accounting and Microsoft Office is necessary for this position.

Applications and job descriptions are available at the City Clerk-Treasurer's Office, 90 West 4th Street, Winnemucca, NV 89445. Please submit the completed application and resume to the attention of the Clerk-Treasurer. Applications will be accepted until the position is filled.