

**HUMBOLDT COUNTY JOB OPENING**  
**Administrative Clerk IV**  
**\$19.86 - \$24.85/hr. plus benefits**

Humboldt County, Winnemucca Nevada is seeking applications for an ADMINISTRATIVE CLERK IV at the Fairgrounds/ Winnemucca Events Complex whose operations are overseen by the Ag 3 Board. For further information about Ag 3 and the Winnemucca Events Complex, visit [www.winnemuccaeventscomplex.com](http://www.winnemuccaeventscomplex.com)

The position works under the general supervision of the WCVA Director, performs a variety of administrative support services such as records management, complex clerical tasks, information systems coordination and office management; graphic arts projects, and performs other work as assigned. The successful candidate requires knowledge of basic regulation and principles applicable to database management and word processing, office management, office practices and procedures including filing and the operation of standard office equipment; basic record management, record keeping and filing systems; correct English usage including spelling, grammar, and punctuation; business arithmetic and principles of general accounting; business correspondence forms and styles.

**EXPERIENCE AND TRAINING:** Any combination of training, education and experience that would provide the required knowledge and abilities, such as four years of relevant office or clerical experience, or completion of a two year college degree with a major in a relevant field and two years of relevant office experience. The successful candidate must possess a strong understanding of and the ability to use technical computer software and functions ie: Microsoft Word, Excel, Quickbooks, and graphic design software. The candidate should be willing to accept a varied work schedule including weekends and evenings as required. Familiarization with livestock events is a plus. Possession of a driver's license or alternate means of travel is required.

Please note that a prerequisite for consideration for this position is the submission of official results from a series of four computer facilitated proficiency tests completed at the local Nevada JobConnect office (open 8:00 – 5:00, Monday thru Friday, excluding holidays, 775-623-6520 ) attached to your application. No reservation or appointment is required, but allow about ninety minutes to complete all tests. Subject matter will include the basic understanding of Microsoft Word 2010 – normal user, Microsoft Excel – normal user, general typing proficiency, general office spelling and grammar. Any questions may be directed to Kim Petersen at 775-623-5071, X 104.

Applications may be obtained on the Humboldt County website: [www.hcnv.us](http://www.hcnv.us) , or from the Humboldt County Administrator's Office, Room 205, 50 W. Fifth St., Winnemucca, NV 89445, Monday thru Friday 8 AM to 5:00 PM; (775) 623-6300, and must be received at the County Administrator's Office no later than 5:00 P.M., December 16, 2016.

An eligible list may be established for one year. Humboldt County is an equal employment opportunity employer. Reasonable accommodations will be made for individuals with disabilities.