



LINCOLN COUNTY SHERIFF'S OFFICE



JOB ANNOUNCEMENT

The Lincoln County Sheriff's Office is accepting job applications for **full time Administrative Assistant** under the direction of the Sheriff.

Duties include a wide variety of administrative and general office tasks including but not limited to; attending meetings and taking minutes, notarizing documents, handling and responding to correspondence, Civil Processing, overseeing Liquor and Gaming licenses, processing concealed weapon permits, sending documents to courts and attorneys, maintaining logs, bookkeeping, filing, greeting visitors and callers and assisting them, etc; also would be trained to assist with dispatch and answering 911 calls.

Candidates must be at least 18 years old, and they must possess a high school diploma or GED. Candidates must possess a valid driver's license and no felony convictions.

Candidates should have at least one year of experience in administrative duties, and be proficient in the use of Microsoft Windows, Word and Excel. Knowledge of legal processes and procedures. The ability to type at least 45 words per minute. Customer service skills are strongly preferred.

Candidates will be required to review documentation and correspondence processed for the purpose of ensuring adherence to accepted business English standards concerning grammar, punctuation, diction, and format.

Candidates for these positions will undergo a background investigation that meets all local, state and federal requirements. Candidate may be required to undergo a polygraph examination and drug screening.

Job applications may be obtained at the Lincoln County Sheriff's Office located at 225 Justice Way, Pioche NV 89043, by mail at P.O. Box 570 Pioche, NV 89043 or online at www.lincolncountynv.org/employment/index.htm

All job applications must be completed in full and returned to the Sheriff's Office on or before Monday January 30th, 2017 at 3:00 PM.

For additional information call the Sheriff's Office at 775 962-5151.

Lincoln County is an equal employment opportunity employer.

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