

EMPLOYMENT OPPORTUNITY
Virginia City Tourism Commission (VCTC)
Administrative Assistant II or III

Class Title:	Administrative Assistant III
Department:	Virginia City Tourism Commission (VCTC)
Grade:	116 (Admin. II) or 119 (Admin. III)
Status:	Full-Time
Wages:	Grade 116: \$42,046 at full wages at step 1 of 10 Grade 119: \$45,278 at full wages at step 1 of 10
Benefits:	100% employer-paid health, dental, vision, and life insurance for employees; 100% employer-paid Nevada PERS retirement; available state and county employee deferred compensation retirement program; competitive leave allowances.
FLSA Status:	Non-Exempt
Special Note:	Position functions in a fast-paced, dynamic, and team-oriented environment; has very diverse job duties; has a high degree of complexity and independence; and requires ongoing professional development. Employee must be business-friendly, customer-oriented, detail oriented and competent at accounting; and willing to work out of the office and outdoors when needed, assist with special tourism events, and interface directly with tourists and businesses.

JOB SUMMARY: Under general supervision, provides a variety of routine to somewhat complex clerical support, financial, and administrative duties which may include receptionist, word processing, data entry, record keeping, and filing duties in support of the organization. The incumbent provides general information and assistance to other staff, departments, and the public. This position may have specific department related duties which will be included in a detailed position statement. Those duties may include, but are not limited to, bookkeeping and managing numerous accounts for private vendors, assisting with tourism related events, assisting visitors at the front counter of the tourism center and in vintage period appropriate clothing, and attending to other tourism related needs.

EXAMPLES OF ESSENTIAL FUNCTIONS: The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. The position may also include department-specific duties which will be included in a detailed Position Statement. The duties listed in the Position Statement shall also be considered Essential Functions of the position.

- Answers telephones and e-mails, works in cooperation with other appropriate staff to cover phones; addresses customers who arrive at the office; provides customers routine and non-routine information, and directs them to appropriate resources, staff, and departments.

QUALIFICATIONS:*Knowledge of*

- Correct verbal and written use of the English language, including grammar, spelling, punctuation, and sentence structure;
- Operation of basic modern office equipment such as telephones, fax machines, copiers, and personal computers;
- Principles of customer services and working within a team-oriented work environment;
- Telephone and general reception procedures;
- Basic record keeping and bookkeeping principles and practices;
- Computer systems applications including, but not limited to, Microsoft *Windows, Word, Excel, Outlook, Access, Power Point*, AS400 systems, and other programs and systems applicable to the position;
- Research methods using the internet; federal, state, and local law databases, including for example NRS and NAC, according to organizational policies and procedures; and
- Required knowledge listed in or described in the Position Statement.

Ability to

- Perform a broad range of clerical tasks following guidelines and instructions with accuracy and speed;
- Type at a rate sufficient to perform assigned duties;
- Understand and carry out oral and written directions;
- Perform basic arithmetic calculations using a calculator;
- Format basic correspondence and reports following instructions and procedural manuals;
- Learn and apply general office procedures and policies;
- Maintain and organize accurate files and records;
- Provide quality customer service, including the ability to respond to the public and others in a courteous, respectful, and timely manner during normal and stressful conditions;
- Provide factual information in-person and over the telephone consistent in conformance with the organizational policies and procedures;
- Establish and maintain cooperative and effective working relationships with management, staff, and public;
- Operate a personal computer, and programs including, but not limited to, spreadsheet, database, and word processing software; performs basic functions of an AS400 system;
- Organize and prioritize fundamental work responsibilities; multi-task and adjust priorities rapidly;

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

NOTICE TO ALL APPLICANTS

Applications must be received in the Human Resources Office no later than 5:00 p.m., Monday, September 3, 2018.

Applications and job postings are available at:

<http://www.storeycounty.org/jobs.aspx>

OR

Contact Human Resources at 775.847.0968

A full job description is available at:

Human Resources at 775.847.0968

Submit applications to:

Storey County Human Resources

P.O. Box 176

Virginia City, NV 89440

OR

Bring application in-person to:

Storey County Courthouse, 26 South "B" Street, 1st Floor

Virginia City, NV 89440

STOREY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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