

June 11th, 2024

## **NOTICE OF JOB OPENING**

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**POSITION: Hawthorne Justice Court Clerk**

**HOURLY RATE: \$16.98-\$17.79 per hour (DOE)**

This is a full-time position with benefits including paid medical, dental, vision & life insurance for employee, employer paid enrollment in the Public Employees Retirement System (PERS), paid sick and annual leave (each) accrual and paid holidays.

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Opening Date for all Applicants: June 10th, 2024

Closing Date for all Applicants: **UNTIL FILLED**

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### **JOB DESCRIPTION**

The duties of this position shall include but not limited to input of traffic citations. Correspondence and telephone inquiries concerning traffic school, extensions and setting court dates. Taking payment for traffic citations, correspondence concerning non-payment letters and warrants on traffic citations. Civil action such as Temporary Protective Orders (TPO), Evictions and Small Claims. Other duties as assigned.

### **QUALIFICATIONS**

1. Must be at least 18 years of age.
2. High School Diploma or GED equivalent.
3. Strong computer skills including Word and Excel.
4. Must possess valid Nevada driver's license.
5. Must possess a positive working relationship with other offices, employees, and the Public.

Applications are available at the Hawthorne Justice Court, 166 E Street, Hawthorne, NV, (775) 945-3859 or the Mineral County Comptroller's Office, 105 South A Street, Hawthorne, NV 89415, or call (775) 945-0706 for more information.

**Mineral County is an Equal Opportunity Employer.**

Accommodations for disabled applicants can be arranged by calling the Office of the Comptroller (775) 945-0706.

Mineral County is a Drug and Alcohol-Free Workplace.