

February 22, 2024

NOTICE OF JOB OPENING

POSITION: **Executive Secretary (Temporary)**

Class/Grade: 14

Hourly Rate: \$17.19-17.99 (DOE)

This is full-time position with benefits as negotiated including health, dental, and vision insurance; leave accrual for sick and annual of 120 hrs per year; paid holidays; and employer paid enrollment in the Public Employees Retirement System.

Opening Date for All Applicants: Thursday, February 22, 2024

Closing Date for All Applicants: Until Filled

JOB DUTIES

This position is responsible for performing a variety of duties involved in criminal prosecution and victim advocacy. Successful applicants will be required to assist the District Attorney in the preparation and prosecution of criminal cases, victim's rights and outreach. Additional duties include but are not limited to, answering phones, assisting walk-ins, typing, filing, preparing court filings, summons, orders, etc. **The position is temporary and will end on or about January 1, 2025.**

QUALIFICATIONS

1. Must be at least 18 years of age.
2. High School Diploma or GED equivalent.
3. Strong computer skills preferably with Adobe, Word, and Excel.
4. The ability to comprehend legal office terminology, processes, procedures, and the format of legal documents.
5. Ability to work discreetly and confidentially with issues concerning personal and financial information.
6. Ability to maintain composure under difficult circumstances.
7. Must possess a positive working relationship with other County offices, employees, and the public.

Applications and a complete job description are available at the **Mineral County District Attorney's Office**, 166 "E" Street, Hawthorne, NV between 8:00 a.m. - 5:00 p.m., Monday through Thursday, or by calling (775) 945-3636 for more information. Applications are also available on the County's website mineralcountynv.us and click on the Employment Opportunities link.

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.

Applications will be accepted until the position is filled.