

Position opens: July 11, 2017

## **Elko County Human Resources Employment Opportunity Announcement**

**POSITION:** Full-time Temporary Administrative Help – Treasurer’s Office

**SALARY:** \$10.00 per hour

**APPLICATION DEADLINE:** July 20, 2017

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Elko County Treasurer’s Office is looking for a full-time temporary employee to assist with data entry over the next two months. The applicant should have experience working with spreadsheets, data entry, handling money, and good customer service skills. Applicant should also be able to communicate effectively both verbally and in writing.

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Suite 105 (Physical Address)  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**Elko County is an Equal Opportunity Provider and Employer.**

**In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**