



14 East Goldfield Avenue, Yerington, Nevada 89447  
PHONE: (775) 463-3511 WEBSITE: [www.yerington.net](http://www.yerington.net) FAX: (775) 463-2284  
The City of Yerington is an Equal Opportunity Provider

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CITY OF YERINGTON  
FULL TIME  
DEPUTY CLERK POSITION

The City of Yerington, Nevada is seeking to fill the full time position of Deputy Clerk. Any interested persons may apply to the City of Yerington, City Hall, 14 East Goldfield Avenue, Yerington, Nevada. The telephone number is (775) 463-3511. Applicants should have high school diploma or equivalency, and have two years of general clerical experience performing a variety of office clerical tasks including the use of a computer or any combination of training and experience that would demonstrate the desired knowledge and abilities of the position.

Applications are available at Yerington City Hall. Applications must be received at Yerington City Hall, 14 East Goldfield Avenue, Yerington, Nevada 89447 by October 14, 2021 at 5:00 p.m.

The City of Yerington is an Equal Opportunity Employer. ADA accommodations are available.

Date posted: October 1, 2021

Posting Locations:  
14 East Goldfield Avenue, Yerington  
227 S. Main Street, Yerington  
215 Trowbridge, Yerington

# CITY OF YERINGTON

## Position Description

### Deputy Clerk

**FLSA Status:** Non-Exempt

**Revised:** April 23, 2018

**DEFINITION:** Under general direction of the City Clerk or other department head, the Deputy Clerk provides clerical and administrative support for City Hall, Public Works, Police Department, Municipal Court, or other department as assigned.

**DISTINGUISHING CHARACTERISTICS:** Position performs general reception and administrative support duties and related functions for the City.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Answers phones, takes complaints, elicits information and deals with customers who walk into the office, providing them with routine information and/or directing them to the appropriate department or individual staff persons.
2. Prepares correspondence, memos, forms, reports, and other materials from rough draft or general direction. Records, assembles, sorts and tallies information for officers and other staff.
3. Enters data into computer system or databases; retrieves information from the internet; sends and receives email; records, codes and verifies information for completeness and accuracy; maintains records, compiles data, and prepares reports, including local, state, and federal government summaries in conformance with predetermined forms and procedures.
4. Searches files and records for information needed by other staff; sorts, categorizes, and files documents and records.
6. Makes copies of documents and reports; sends and delivers faxes; compiles figures for reports. Maintains confidential material logs and teletype validations.
7. Runs errands such as banking, post office, picking up reports, forms, and documents from other departments, organizational entities, etc.
8. Provides clerical assistance for special projects such as annual reports, board proposals, economic development initiatives, etc.
9. Position(s) assigned to the Police Department performs background and identity checks and issues cards. Fingerprints, photographs, and performs local record checks for other agencies, state and federal government.
10. Make arrangements for various meetings and travel.
11. Processes outgoing U.S. mail.
12. Balances receipts with cash on hand, bank deposits, assists in water/sewer billing, and prepares business licenses and billing notices.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### **Knowledge and Ability:**

#### *Knowledge of*

- basic elements of English usage, grammar, spelling, and punctuation;
- operation of office equipment such as fax machines, copiers, and personal computers;
- principles of providing good customer service to the public and to internal customers;
- telephone and general reception procedures;
- office procedures, filing systems and confidentiality.
- law enforcement policies and practices;
- record keeping and basic bookkeeping principles and practices.

#### *Ability to*

- perform a broad range of clerical tasks following guidelines and instructions with accuracy and speed;
- accurately keyboard at a rate sufficient to perform assigned duties;
- perform basic arithmetic calculations using a calculator;
- format basic correspondence and reports following instructions and procedural manuals;
- apply general office procedures and policies;
- maintain accurate files and records;
- provide quality customer service including the ability to respond to the public and others in a courteous and respectful manner;
- work shifts, overtime, weekends and holidays.
- provide factual information in person and over the phone consistent with the organization's policies, procedures, and guidelines.

### **Special Requirements:**

- Maintain the strictest confidentiality.

**Experience and Training:** *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

- Possession of a high school diploma or the equivalent, and
- Two years of responsible clerical experience performing a variety of office clerical tasks including dealing with the public, maintaining records, and preparing reports through the use of a computer.

**PHYSICAL REQUIREMENTS:** *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:** *Work is performed under the following conditions.*

Position functions indoors in an office type environment where most work is performed at a desk. Position may require occasional travel by car to carry out deliveries or pick up material. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# EMPLOYMENT APPLICATION

An Equal Opportunity Employer

City of Yerington  
14 E. Goldfield Avenue  
Yerington, NV 89447

*If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone(s) Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Position Applied for \_\_\_\_\_

How did you hear about this position?  Advertisement  Walk-In  Referral (by whom?) \_\_\_\_\_

Other (explain) \_\_\_\_\_

If offered employment, when will you be available to begin? \_\_\_\_\_

What type of employment will you accept?  Full-Time  Part-Time  Temporary

Will you be available for shift work? .....  Yes  No

Will you be available to work weekends and/or holidays if necessary? .....  Yes  No

Have you been given a job description or had the requirements of the job explained to you? .....  Yes  No

Do you understand the job requirements? .....  Yes  No

Can you perform the essential functions of this job with or without reasonable accommodation? .....  Yes  No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? .....  Yes  No

After an offer of employment, can you submit verification of your legal right to work in the United States? .....  Yes  No

List other names, if any, you have used. \_\_\_\_\_

## EDUCATION RECORD

Did you graduate from high school or receive a GED certificate?  Yes  No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
College/University (Undergraduate) 1.				
2.				
Graduate School				

**LICENSES** (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license?  Yes  No

If so, license expires \_\_\_\_\_ Class \_\_\_\_\_ Restrictions (if any) \_\_\_\_\_

For positions that require typing: I certify that I can type at a speed of \_\_\_\_\_ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in \_\_\_\_\_

Written fluency in \_\_\_\_\_

List any special skills you possess and/or equipment or office machines you can operate.

**OTHER INFORMATION**

Have you ever been disciplined in your employment related to workplace violence?.....  Yes  No

If yes, please explain.

Do you presently use illegal drugs? .....  Yes  No

Have you ever been employed by the City of Yerington? .....  Yes  No

If yes, please provide the following information:

Department \_\_\_\_\_ Position Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for Separation \_\_\_\_\_

Are you related to anyone who is currently employed by the City of Yerington? .....  Yes  No

If yes, please provide the following information:

Related person's name \_\_\_\_\_ Department \_\_\_\_\_

Relationship \_\_\_\_\_

**THIS SECTION IS TO BE COMPLETED ONLY IF YOU ARE APPLYING FOR A POSITION:**

- **AS A PEACE OFFICER OR FIREFIGHTER.**
- **WHICH HAS ACCESS TO THE NEVADA CRIMINAL JUSTICE INFORMATION SYSTEM OR THE NATIONAL CRIME INFORMATION CENTER.**
- **WHICH A STATE OR FEDERAL LAW REQUIRE CRIMINAL HISTORY INFORMATION.**

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction?..... Yes  No

Do you have any pending court charges that have not been adjudicated?.....  Yes  No

If you have answered yes to either question, list all such offenses and provide date, name of court, and disposition (if any). You may omit minor traffic violations for which you paid a fine of \$50 or less. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

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**FOR POSITIONS, OTHER THAN THOSE IDENTIFIED ABOVE:**

- The criminal history of an applicant will only be considered after the final interview which is conducted in person or an offer of employment has been made, whichever occurs first.
- The City of Yerington may, before selecting an applicant as a finalist or extending a conditional offer, notify the applicant of any provisions of law that disqualify a person with a particular criminal history from employment in a particular position.
- A record of conviction will not necessarily bar the applicant from employment. Factors to be considered when looking at records of criminal history include:
  - Length of time passed since the offense;
  - Age of applicant at the time of the offense;
  - Severity and nature of the offense;
  - Relationship of the offense to the position applying for; and
  - Evidence of rehabilitation of the applicant.
- The following will not be considered:
  - Arrests which did not result in a conviction;
  - Record of convictions that were dismissed, expunged, or sealed; and
  - Infractions or misdemeanors for which a sentence of imprisonment in a county jail was not imposed.

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**EMPLOYMENT HISTORY**

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Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.)  Yes  No

Present Employer \_\_\_\_\_ Present Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_





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**ACKNOWLEDGMENTS**

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Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Sheema D. Shaw, (Human Resources Department).

\_\_\_\_\_ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

\_\_\_\_\_ This application is the property of the City of Yerington and will become part of my personnel file if I am hired.

\_\_\_\_\_ I authorize the City of Yerington to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with the City of Yerington. In addition, I authorize the City of Yerington to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize the City of Yerington to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize the City of Yerington to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

\_\_\_\_\_ In exchange for the City of Yerington's consideration of my employment application, and/or any continued employment with the City of Yerington, I authorize anyone possessing information to furnish it to the City of Yerington upon request, and I release the organizations and all individuals providing the information or acquiring the information, including the City of Yerington, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

\_\_\_\_\_ I further understand this consent will apply during the entire course of my employment with the City of Yerington should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

\_\_\_\_\_ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with the City of Yerington. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from the City of Yerington constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that the City of Yerington is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to the City of Yerington. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

\_\_\_\_\_ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, *if qualifications of applicants are equal*: a) first, to an honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_