



## BEATTY WATER & SANITATION DISTRICT

District Office  
101 N Second Street  
Beatty, NV 89003  
775-553-2931

### **Job Opportunity**

The Beatty Water and Sanitation District is looking for a **Temporary Full Time Clerk** to work in our local office.

**Work Hours:** (8 Hours/Day) (40 Hours/Week)

**Salary:** \$15.00 per hour.

*Reporting to the General Manager Applicants must possess.*

***Skills to:***

- Perform a broad range of accounting and clerical tasks involving the use of judgment and requiring accuracy and speed;
- Proof own work and identify and correct errors or omissions in language usage, syntax, spelling, and arithmetic calculations;
- Accurately type or word process long and complex documents or reports;
- Respond professionally to customer requests;
- Meet deadlines for administrative and financial reports;
- Create databases from conception; and

***Ability to:***

- Operate standard office equipment including a personal computer and utilizing appropriate word processing, archival, and desktop publishing software;
- Interact positively with others including the general public, elected officials, other organizational staff, and coworkers; and
- Maintain confidentiality.

Interested parties should apply at [www.beattywsd.com](http://www.beattywsd.com) or stop by the Office and pick up an application. Please email applications to General Manger Joel Murphy at [joelmurphy@beattywsd.com](mailto:joelmurphy@beattywsd.com).

Last day to submit applications is November 4<sup>th</sup>, 2024.