



MEMBERS
Kent Lay, Chairman
Margaret Cavin
Bryan Cowart
Walter Flores-Aguirre
Jan B. Leggett
Boyd Martin
Louis Polish Jr.

Northern Nevada
5390 Kietzke Lane, Suite 102
Reno, NV 89511
(775) 688-1141
Fax (775) 688-1271
Investigations: (775) 688-1150

www.nscb.nv.gov

Southern Nevada
8400 West Sunset Road, Suite 150
Las Vegas, NV 89113
(702) 486-1100
Fax (702) 486-1190
Investigations: (702) 486-1160

STATE CONTRACTORS BOARD

JOB OPPORTUNITY **Nevada State Contractors Board** **Records Clerk**

Recruitment open until filled
Office Hours: 7:00 am – 4:00 pm, Monday-Friday

Records Clerk Located in Reno, Nevada

The Nevada State Contractors Board is seeking a full-time Records Clerk and requests all interested and qualified person to apply. The position reports to the Licensing Supervisor in Reno, Nevada.

The successful candidate will possess excellent communication and customer service skills, experience working in an office environment, ability to meet customer expectations in a positive and professional manner, and possess the ability to multi-task in a fast-paced environment.

Duties and Responsibilities

- Prepare and scan documents into document imaging system.
- File and/or maintain documents in electronic and paper format in accordance with Nevada records law.
- Respond professionally to calls from general public.
- Respond to requests for information including conducting searches for information contained in electronic and paper files, insert additional data into file records and complete reports.
- Preparation of professional correspondence, including forms, reports and notices.
- Assemble Board meeting and disciplinary hearing material in established format including quality checking.
- Process documents related licensee bonding requirements.
- Willing to perform all other duties as assigned by supervisor.
- Various data entry functions.

Education and Experience

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Proficiency in the use of various computer applications such as Microsoft Word and Excel.
- Knowledge of electronic and paper filing systems preferred.

Skills and Abilities

- Knowledge of preparation of professional correspondence, including high level of proficiency in grammar, spelling, punctuation.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Interpretation of a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to effectively and professionally deal with all types of customers.
- Ability to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Be well-organized and attentive to detail.
- Demonstrate proficiency in Microsoft Word and Excel.
- Ability to successfully utilize web-based software applications.

Salary and Benefits

Starting annual salary is between \$40,000 - \$55,765; to be determined based on experience. Benefit package includes Medical, Dental, Vision, Long Term Disability, 401 and 457 pension plans. The Board is a quasi-State agency and employees are not participants in the Nevada P.E.R.S. retirement program

Interested persons may submit their resume to recruit3@nscb.state.nv.us