

State of Nevada Unclassified Job Announcement

COMMISSION ON MINERAL RESOURCES

DIVISION OF MINERALS

FIELD SPECIALIST

Recruiting For: A full-time, unclassified position located at the Division of Minerals in Carson City, Nevada

*Unclassified positions with the State of Nevada serve at the pleasure of the appointing authority, which in this case is the Administrator of the Nevada Division of Minerals.

Position Open To: All qualified applicants

Resumes Accepted Until: Close of business on October 31, 2016

*Hiring may occur at any time during the recruitment process. A resume with appropriate information including three professional references is the minimum application.

Annual Salary: \$42,000 – \$59,979 per year

*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.

Job Description

Applicant will assist in the Division's Abandoned Mine Lands (AML) program, K-12 classroom minerals education efforts, and compilation of annual production data. The position requires extensive overnight travel and field work and a working knowledge of Nevada geology and mineral production. The amount of work conducted in the field is expected to be approximately 35%. The ability to develop and deliver minerals education curriculum in a classroom environment is essential.

Essential Functions

The position will require field work, including the building of structures around abandoned mine lands (AML) and the supervision of summer interns and contractors. Ability to lift 50 lb. loads, and hike over rough and uneven terrain is required.

Minimum Qualifications

A Bachelor's degree from an accredited, non-correspondence college or university in geology, geophysics, or geological engineering, with at least 3 years of relevant experience conducting field work and managing exploration programs. Copies of transcripts must be included with the application for verification.

Demonstrated proficiency in ArcGIS, Microsoft Office applications (including Word, Excel, Access, Outlook and PowerPoint); utilization of plotters, printers, scanners and various internet applications is expected. Experience in project management, exploration drilling and strong technical writing skills will be considered to be advantageous.

Benefits

Medical, dental, and vision insurance programs are available; paid vacation and sick leave; 11 paid holidays per year; retirement plan (PERS), life and disability insurance program, and tax sheltered deferred compensation programs are also available. State employees do not contribute to Social Security.

The Nevada Division of Minerals

The Nevada Division of Minerals, a part of the Commission on Mineral Resources, is responsible for administering programs and activities to promote, advance, and protect mining and the development and production of petroleum and geothermal resources in Nevada. The Division's mission is to conduct activities to further the responsible development and production of the State's mineral resources to benefit and promote the welfare of the people of Nevada. The seven-member Commission on Mineral Resources is a public body appointed by the Governor and directs mineral-related policy for the Division and advises the Governor and Legislature on matters relating to mineral resources. The Division focuses its efforts on three main areas: Industry relations and public affairs; regulation of oil, gas, and geothermal drilling activities and well operations; and abandoned mine lands. Further information concerning the Division is available on their website at <http://minerals.nv.us>.

Equal Employment Opportunity/Affirmative Action

The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, political affiliation or disability, as outlined in the State Affirmative Action Plan.

Submit Resume to:

**Valerie Kneefel
Nevada Division of Minerals**

**400 W. King St. #106
Carson City, NV 89703
vkneefel@minerals.nv.gov**

For more information:

775/684-7043

<http://minerals.nv.gov>