

*State of Nevada Unclassified Job Announcement*

**COMMISSION ON MINERAL RESOURCES**

**DIVISION OF MINERALS**

**FIELD SPECIALIST/ ABANDONED MINE LANDS**

**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: Position is filled**

\*Hiring may occur at any time during the recruitment process. A State Application profile with resume and three professional references is required.

**Annual Salary: \$42,000 – \$58,803 per year (DOQ)**

\*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.

**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.gov>.

## **Job Description**

Duties of the position include supporting the Division's Abandoned Mine Lands (AML) program, operating the Division's Geographic Information System (ArcGIS and SQL-server), providing minerals education to schools and civic organizations and supporting the Division's Oil, Gas and Geothermal (OGG) program.

Overnight travel within Nevada is required. Successful candidate must be willing to travel independently and often on short notice. The amount of work conducted in the field is expected to be approximately 35%.

## **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 hike over rough and uneven terrain is required.

## **Minimum Qualifications**

Bachelor's degree from an accredited, non-correspondence college or university in a geosciences or engineering-related field and at least two (2) years of relevant experience. 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 SQL-server and oil/geothermal drilling technology is 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.

## **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](mailto:vkneefel@minerals.nv.gov)**

*For more information:*

**775/684-7043**  
**<http://minerals.nv.gov>**