



BRIAN SANDOVAL
Governor

STATE OF NEVADA
COMMISSION ON MINERAL RESOURCES
DIVISION OF MINERALS
400 W. King Street, Suite 106
Carson City, Nevada 89703
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<http://minerals.nv.gov/>



RICHARD PERRY
Administrator

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**RECRUITMENT ANNOUNCEMENT FOR
ADMINISTRATIVE SUPPORT/PUBLIC SERVICE INTERN 1
STATE OF NEVADA-DIVISION OF MINERALS
PART-TIME, SEASONAL, SEPTEMBER, 2015 – JANUARY, 2016**

Location: The position is located at the Division of Minerals in Carson City, Nevada

THE POSITION:

Public Service Interns receive training and complete a variety of assignments in staff activities directly relating to their major course of study while enrolled in an educational institution. The Public Service Intern 1 position with the Division of Minerals pays \$15.65 per hour. This is a part time position with a flexible work day schedule of 16-24 hours per week Monday through Friday from 8 AM to 5 PM. Applicants must be full-time students enrolled in a program in business, earth or environmental science, or related field of study at an accredited college or university.

Under general supervision, the intern will be responsible for performing office administrative duties in support of the office of the Division of Minerals in Carson City, Nevada. These duties may include: open, screen and route mail and respond to routine items; answer telephones, take messages and relay factual information to others; receive payments, prepare receipts and match payment to receivable document; develop correspondence and other documents using Microsoft Office; check and respond to electronic mail inquiries; order, receive and store office supplies, forms and equipment according to established procedures and instructions; prepare and process purchase orders, requisitions or other documentation; inventory materials related to minerals education and abandoned mine lands and organize materials in the Division storage facility; perform data entry assignments, entering data from a variety of documents including MS Word, Excel and Access; prepare mailings to agencies and clientele to various locations according to established distribution lists and postal regulations; package and send items via express carriers as required.

TO QUALIFY:

****Please make sure the following statements are addressed on your application and/or resume.****

1. Graduation from high school or the equivalent and enrollment and continued successful performance in an academic program related to the field of employment at an accredited college or university.
2. Experience in Microsoft Office Suite.
3. Employment in this program will not lead to permanent status in State service.
4. A valid driver's license is required at the time of appointment and as a condition of continuing employment.

**PLEASE SUBMIT A RESUME, COPY OF YOUR CURRENT COLLEGE TRANSCRIPT AND NVAPPS
PROFILE TO
VALERIE KNEEFEL
POSITION WILL BE OPEN UNTIL FILLED
VKNEEFEL@MINERALS.NV.GOV
400 W. KING STREET #106 CARSON CITY, NV 89703
FAX #775/684-7052**