

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

**Records Clerk**

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 documents for scanning into document imaging system.
- File and/or maintain documents in electronic and paper format.
- 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.
- Assist with training of part-time employees.
- Track borrowed files and ensure they are returned.
- Dispose of obsolete files in accordance with records retention schedule.
- Preparation of professional correspondence, including forms, reports and notices.
- Assemble Board meeting and disciplinary hearing material in established format including quality checking.
- Willing to perform all other duties as assigned by supervisor.

**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, Excel, Crystal Reports.
- Ability to successfully utilize web based software applications.

**Interested persons may submit their resume to [recruit5@nscb.state.nv.us](mailto:recruit5@nscb.state.nv.us)**