



Stagecoach General Improvement District

5000 Navajo Trail, Stagecoach, NV 89429

JOB ANNOUNCEMENT

Stagecoach General Improvement District is now interviewing for Front Office Clerk

Position is an entry level/trainee level job, and as such, performs general reception, support, and record maintenance duties at the direction of the District Manager and Board of Trustees. As experience is gained, incumbent works more independently within established guidelines. This level is distinguished from higher levels in the Administrative Support class by the focus on handling primarily routine and/or repetitive day-to-day tasks. Positions at this level are characterized by assignments which can be carried out by following clear guidelines and the availability of supervision in non-routine situations.

Position is Full-Time

Starting Salary: \$ 19.83 hr Employee/Employer Paid Retirement

\$ 16.72 hr Employer Paid Retirement

Benefits: Health, Dental, Vision, Life

Public Employees Retirement System

See full Job Descriptions @ www.stagecoachgid.com

Applications are available online @ www.stagecoachgid.com

Applications can be submitted in person @ the SGID Office, 5000 Navajo Trl., Stagecoach, NV 89429 or emailed to tina@stagecoachgid.com. Resumes will not be accepted without completed SGID application.

Applications will be accepted until position is filled

Stagecoach GID is an EEO employer and ADA accommodations are available.