

Ken Tedford
MAYOR



James D. Richardson
Councilman

Kelly Frost
Councilwoman

Karla K. Kent
Councilwoman

JOB OPPORTUNITY
INTERNAL/EXTERNAL RECRUITMENT

EXECUTIVE SECRETARY – POLICE DEPARTMENT

**The City of Fallon is seeking a qualified individual for the position of
Executive Secretary – Police Department**

- Starting salary \$24.46 per hour – Grade 7
- Benefits include: paid holidays, vacation, sick leave and 100% employer paid retirement.
- The job description contains all minimum eligibility requirements including education, employment, training or experience criteria, and whether equivalent factors will be recognized.
- This position has a twelve (12) month probationary period.
- The applicant must be willing to work overtime.
- Preference or priority will be given to current City employees, but current City employees identified as having a preference or priority must still meet the minimum eligibility requirements set forth in the job description.

**Job description, examples of work performed, employment standards of the position and
application forms are available at the City Clerk's Office or City website**

www.fallonnevada.gov

**Return applications to:
City of Fallon
City Clerk's Office
55 West Williams Ave.
Fallon, NV 89406
775-423-5104**

**Application Deadline
5:00 PM Friday September 10, 2021
Applications must be fully completed – Resumes may be included**