

Ken Tedford  
MAYOR



James D. Richardson  
Councilman

Kelly Frost  
Councilwoman

Karla Kent  
Councilwoman

**JOB OPPORTUNITY**  
**INTERNAL/EXTERNAL RECRUITMENT**

**SECRETARY CONVENTION CENTER**

*The City of Fallon is an Equal Opportunity Employer*

**The City of Fallon is seeking a qualified individual for the position of  
Secretary Convention Center**

- Starting salary \$15.47 per hour – Grade 3
- 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 six (6) month probationary period for new employees, and a sixty (60) day probationary period for current City employees that are transferred or promoted.
- 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](http://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 Wednesday April 21, 2021  
Applications must be fully completed – Resumes may be included**