

Dear Applicant,

Thank you for your interest in employment with Nye County. We would like to take this opportunity to explain our recruitment process and answer some frequently asked questions.

- ❖ Applications are accepted for open positions only. Please indicate the title and department of the position for which you are applying on EACH application. This information can be obtained at the top of the job advertisement.
- ❖ You may access our application and open positions on our WEBSITE www.nyecountynv.gov.
- ❖ A MASTER application may be completed. A clear photocopy of the application is acceptable for each position for which you are applying. Please provide a specific job title and department, signature and current date on EACH photocopy. Please be advised that Human Resources is not able to make photocopies for applicants.
- ❖ Faxed applications are accepted. Our fax number is (775) 751-6309.
- ❖ Resumes are not accepted in lieu of applications. However, applicants may attach a resume to their completed application.
- ❖ Applications and ALL REQUIRED DOCUMENTATION must be received by our office, on or before the closing date and time. Please be advised that no exceptions will be made.
- ❖ Please allow at least two weeks after the closing date for processing, before contacting our office regarding the status of the position.
- ❖ Nye County is an Equal Opportunity Employer, applicants requesting accommodation under the ADA should contact Human Resources.

If you have any further questions, please do not hesitate to contact our office. Once again thank you for your interest in employment with Nye County.

Nye County Human Resources Staff

Tonopah Office (775) 482-7242

Pahrump Office (775) 751-6301

