

The City of Elko is currently recruiting
for the position of

Fire Department Administrative Assistant.

This position is responsible for providing administrative assistance, records maintenance, customer service, and support for Fire Department staff. This position requires strong interpersonal skills.



To be considered for this position, a cover letter, resume and completed City of Elko employment application must be submitted online through our website at www.elkocity.com no later than 7:00am on Monday, January 14, 2019. **EOE**