

**JOB NOTICE**

**ADMINISTRATIVE OFFICE MANAGER**

**U.S. BOARD OF WATER COMMISSIONERS**

U.S. Board of Water Commissioners is currently accepting applications for the position of Administrative Office Manager. Duties will include, but are not limited to, performing accounts receivable/payable tasks, maintaining records/files/correspondence/transactions, assisting Water Master and water users, preparing reports/spreadsheets/documents, etc. Interested persons may obtain an application at the U.S. Board of Water Commissioners, 410 N. Main Street, Yerington, NV 89447. Ph (775) 463-3540. Salary DOE.