

CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION

2601 E. Sunset Road
Las Vegas, NV 89120
(702) 455-8200
www.ClarkCountyNV.gov

Position: Part-Time Employment – Recreation Assistant (Front Desk Customer Service Representative)

Location: Clark County Shooting Complex

11357 North Decatur Blvd., Las Vegas, NV 89131

Contact: Betty-jane, Public Services Specialist (702) 455-2002

Return Application to Clark County Shooting Complex or email: bettyjan@clarkcountynv.gov

(NO PHONE CALLS! Any questions can be emailed to: bettyjan@clarkcountynv.gov)

SALARY

\$9.00 Hourly

OPENING DATE: September 1, 2016

CLOSING DATE: Open and Continuous

ABOUT THE POSITION:

This position will involve working with the public. Duties will include answering phones, handling customer inquiries, using a computer to sell merchandise, schedule reservations, rent equipment, cash handling, giving out center and community information, set up and break down for various activities, and other various tasks as assigned. Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

MINIMUM REQUIRMENTS

Education and Experience: Applicant must have a high school diploma or equivalent.

Preferred Qualifications: Prior customer service experience preferred. Applicant must be able to demonstrate good communication and customer service skills (i.e. working with the public). Applicant must be computer literate and have prior experience using Microsoft Word, Excel and Outlook. Applicant must be able to lift 20 lbs.

Licensing and Certification: Applicants will be required to pass CPR, AED, First Aid (certification in- house) and possess a Food Handler Card.

Working Conditions: This position is Wednesday through Sunday, shift work between the hours of 7:00 am – 10:00 pm

Background Investigations: Employment is contingent upon the results of a background investigation.

APPLICATION PROCESS:

Applications can be picked up at the Clark County Shooting Complex or any Parks & Recreation facility or can be downloaded at

<http://www.clarkcountynv.gov/Depts/parks/Documents/Employment/part-time-employment-application.pdf>

Clark County Is An Equal Opportunity Employer