



CLARK COUNTY DEPARTMENT OF PARKS & RECREATION

2601 E Sunset Road
Las Vegas, NV 89120
(702) 455-8200

www.ClarkCountyNV.gov

Part-Time Employment

Location: Desert Breeze Community Center - For the position of: Front Desk

SALARY

\$9.00 Hourly

OPENING DATE: December 1, 2016

CLOSING DATE: Until Filled

ABOUT THE POSITION:

This position will be responsible for handling customer service. Duties will include answering phones, handling customer inquiries, using a computer to register customers into center programs, cash handling, giving out program, 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.

OF VACANCIES: # 2

MINIMUM REQUIRMENTS

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

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

Licensing and Certification: Applicants are required to have CPR, AED and First Aid certification or acquire certification within first 90 days of employment.

Working Conditions: This position may be required to work mornings, days, evenings and/or weekends.

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

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at <http://www.clarkcountynv.gov/Depts/parks/Documents/Employment/part-time-employment-application.pdf>

MAIL, FAX, OR EMAIL APPLICATION OR INQUIRIES (**NO PHONE CALLS PLEASE**) TO:

Catherine Benson, Secretary
8275 W. Spring Mountain Road
Fax (702) 367-1918 / CBenson@ClarkCountyNV.gov

Clark County Is An Equal Opportunity Employer

04/09

