Part-Time Employment

For the position of: Front Desk
Location: Paradise Recreation Center
Phone: (702) 455-7513 / Fax: (702) 455-7582
Britney.Cato@ClarkCountyNV.gov

SALARY
$9.00 to $11.00 Hourly (depending on experience)

OPENING DATE: Currently Open

CLOSING DATE: Until Filled

ABOUT THE POSITION:

The location for this position is Paradise Recreation Center. Duties include but are not limited to answering telephone calls, handling customer inquiries, registering persons for activities and/or booking recreation facilities via computer as well as receiving payments made via cash or credit card.

Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions working less than twenty (20) hours per week. Part-time employees do not receive benefits.

NUMBER OF VACANCIES: Until Filled

MINIMUM REQUIREMENTS:

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 organized, computer literate and have prior experience using Microsoft Outlook, Excel and Word. Applicant must be able to lift 20 pounds.

Licensing and Certification: Maintain current First Aid and CPR and certification.

Working Conditions: This position may work morning, afternoon and evening hours.

Background Investigation: Employment is contingent upon the results of a background investigation and drug test.

APPLICATION PROCESS:

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

Clark County is an Equal Opportunity Employer