



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

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

www.ClarkCountyNV.gov

Part-Time Employment

For the position of: Recreation Assistant – Department Courier

Location: Sunset Park

(Mike Tate, Recreation Specialist II)
(2601 E. Sunset Rd. Las Vegas, NV 89052)
(702) 455-8200 Phone / (702) 645-5889 Fax
mtate@ClarkCountyNV.gov

SALARY

\$10/hour

OPENING DATE: June 23, 2016

CLOSING DATE: Until Filled

ABOUT THE POSITION:

Drives a van and/or automobile for the primary purpose of transporting mail, supplies, and packages/boxes to and from various locations within the County. May perform special assistance for individuals within the county departments. Inspects automobile to ensure that it is in a clean and operable condition; reports the need for service or repair. Drives automobile to various locations as needed, either by a pre-defined schedule or on an on-call basis, to pick-up and deliver mail, supplies, and packages/boxes. May wash and clean the interior of the vehicle; may fuel the vehicle. May use a cell phone to communicate and receive information. Contributes to the efficiency and effectiveness of the department's service to its internal customers. Perform a variety of unskilled and semi-skilled duties for the department; may move furniture, equipment, provide office backup and light clerical work or perform other standard assignments.

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

OF VACANCIES: 1

MINIMUM REQUIRMENTS

Education and Experience:

Interested applicants must be a high school graduate, Mobility to drive an automobile or van and to assist passengers in loading and unloading, strength to lift items weighing up to 50 pounds, vision to read printed materials and drive an automobile and have strong communication skills both written and oral, possess good problem solving skills, can learn quickly, have strong organizational and time management skills, and has a positive personality.

Clark County Is An Equal Opportunity Employer

04/09

Preferred Qualifications:

The ability to drive a van and automobile skillfully and safely; maintaining accurate records of work performed, understanding and following oral and written directions; working without close supervision in standard work situations; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; establishing and maintaining effective working relationships with those contacted in the course of the work; deal effectively with individuals and others needing special assistance

Knowledge of the laws, rules and regulations for operating a motor vehicle in the state of Nevada; streets and roads located within the county; record keeping principles and practices; safety principles, practices and equipment related to the work; techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Licensing and Certification: Possess a Nevada Driver's License

Working Conditions: This position may work day, 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>