



EMPLOYMENT OPPORTUNITY

Clark County, Nevada

RESERVE PARK POLICE OFFICER

PART-TIME

DEPARTMENT: PARKS & RECREATION
SALARY: \$16.25 HOURLY

OPENING DATE: JANUARY 26, 2007
CLOSING DATE: OPEN UNTIL FILLED

ABOUT THE POSITION: This examination will establish a list to fill current and/or future part-time vacancies for Reserve Park Police Officer. Part-time employment does not guarantee future 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.

HOW TO QUALIFY:

1. Completion of two years of college course work in law enforcement, criminal justice, police science, or a closely related field; **OR** equivalent full-time professional law enforcement experience may be substituted on a year-for-year basis.
2. Must possess and maintain valid Nevada P.O.S.T., Category II or higher certification at time of application. **(Copy of Nevada P.O.S.T. Category II certification required)**

LICENSING AND CERTIFICATION: Must possess and maintain a valid Nevada Class C Driver's License at time of appointment. Must possess and maintain a valid Nevada P.O.S.T. Category II or above certification at time of application.

MINIMUM AGE: Twenty-one (21) years of age. **(NAC 289.110)**

MEDICAL EXAMINATION: Employment is contingent upon the results of a physical examination performed by our examining physician.

PRE-EMPLOYMENT DRUG TESTING: Employment is contingent upon the results of a pre-employment drug examination.

WORKING CONDITIONS: Must carry a firearm and meet and maintain applicable certification. Must work for extended periods of time outdoors and in potentially life-threatening situations.

BACKGROUND INVESTIGATION: Employment is contingent upon the results of a background investigation.

PSYCHOLOGICAL EXAM: Employment is contingent upon the results of a psychological exam performed by our examining physician.

REQUIRED FORMS:

1. **Clark County Application - Follow all the instructions on the application to include any education and experience that would qualify you for this position.**
2. **Supplemental Résumé - Include all experience in your résumé related to this position. Include dates of employment and hours worked per week, in addition to the duties of the position. Sample résumé format is available upon request.**
3. **Copy of Nevada P.O.S.T. Category II or higher certificate must be faxed (455-2253), mailed or hand carried to the Office of Human Resources.**

THE APPLICATION PROCESS: Candidates must submit an employment application, a supplemental résumé, and a copy of their current and valid P.O.S.T. Category II or higher certification. The candidate is responsible for submitting a complete Clark County application. If the application does not demonstrate that minimum employment requirements are met the candidate will not move forward in the scoring process. Additional information will not be accepted after the closing date. The selection process may consist of a review of the application, a training and experience scoring of the supplemental résumé, and a series of hiring interviews. Applicants may be called to the hiring interview based upon score and/or special skill requirements for the position. Human Resources reserves the right to call only the most qualified applicants to the final hiring interview.

THE POSITION: Provides information and appropriate assistance concerning department programs and park facilities. Explains and interprets park ordinances, rules, laws, county codes and regulations. Lectures to school and community groups on park programs. Provides reports as required to supervisor's office. May patrol parks and other jurisdictional facilities with a full-time Park Police Officer for the purpose of controlling crime, preventing and detecting violations of laws, and making arrests or issuing citations for major violations on foot by vehicle, police bicycle or police ATV if certified. Performs investigative duties regarding park complaints and incidents. Assists other law enforcement agencies when authorized. Provides crowd and traffic control coverage at special events and assigned recreation activities or programs. Assists and provides appropriate first aid. Participates in department training. Writes detailed reports on all accidents, arrest reports, other necessary reports. Testifies in court when necessary. May transport and book arrested persons. May drive a County vehicle to transport persons, travel to various park locations, and respond to emergency situations. Performs other similar and related duties as required.

PHYSICAL REQUIREMENTS: Traverse difficult terrain, strength and stamina to physically restrain suspects; occasionally lift and carry up to 100 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

CLARK COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Analyst: JH

NOTICE TO ALL APPLICANTS

Applications must be received in Human Resources by 5:00 pm on the closing date.

NOTICE TO DISABLED APPLICANTS

Requests for accommodation should be directed to Human Resources.



Clark County

Application for Employment

Clark County Human Resources
500 S. Grand Central Pkwy 3rd Floor
P.O. Box 551791
Las Vegas, NV 89155-1791
Phone: 702-455-4565
Fax: 702-455-2253
www.accessclarkcounty.com

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

This application is part of the examination process. The entire application must be complete to be considered. Incomplete applications or applications which are missing required documents will not be considered.

1. You must turn in a separate application with each job you want to apply for.
2. Read the "Required Forms" portion of the job announcement carefully. It will tell you if there is anything else (supplemental examination, typing certificate, etc.) you need to turn in with your application.
3. Print (black or blue ink), or type your information onto the application. If those reviewing your application can't read your writing, you may not get credit for your experience.
4. Human Resources decides whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. **Don't substitute a resume for your application, or write "see attached resume" on your application.** We don't review resumes, unless specifically stated on the job announcement.
5. Describe each job you list in detail and completely. Those reading your application may not understand what you've done in other jobs unless you explain exactly what your duties were.
6. You must list the hours you worked per week at each job. Job experience won't be counted if you list anything other than the actual hours per week you worked, or if you put "varies".
7. Part-time experience will be pro-rated.
8. Your application and any other paperwork, certificates, etc., you need to submit, must be received by 5:00 p.m. on the closing date listed at the top of the job announcement.
9. We can't make copies of this application or any other documents you submit. You need to make copies before you turn in your application packet.



CLARK COUNTY APPLICATION FOR EMPLOYMENT

| | | | |
|--|---|--|--|
| TITLE OF POSITION: _____ EXAM #: _____ | | FOR H.R. DEPARTMENT USE | |
| NAME: LAST _____ FIRST _____ MI _____ | | Appr _____ Date _____ Rej _____ Date _____ Comments: _____ _____ _____ _____ | |
| OTHER NAMES USED: _____ _____ | | | |
| MAILING ADDRESS: _____ | | APT. # _____ | |
| CITY: _____ | | STATE: _____ | ZIP CODE: _____ |
| HOME PHONE#: _____ | | WORK OR OTHER PHONE#: _____ | E-MAIL ADDRESS: _____ |
| MARK ALL OF THE WORKING CONDITIONS YOU WILL ACCEPT: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Weekends <input type="checkbox"/> Part-Time <input type="checkbox"/> Nights <input type="checkbox"/> Stand-by <small>Temporary and/or part-time employment may not lead to permanent employment. Salaries for part-time and temporary employment may differ from the salary listed on the job announcement.</small> | | ARE YOU NOW EMPLOYED BY THE COUNTY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", COMPLETE THE FOLLOWING: YOUR CLASSIFICATION TITLE: _____ DEPARTMENT: _____ DIVISION: _____ STATUS: <input type="checkbox"/> PERMANENT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY | |
| DO YOU HAVE RELATIVES WORKING FOR THE COUNTY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", COMPLETE THE FOLLOWING: NAME: _____ DEPARTMENT: _____ RELATIONSHIP: _____ | | I AM AN HONORABLY DISCHARGED VETERAN: <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If "yes", you must submit a copy of your DD-214 that states your discharge was "honorable" with this application.</small> | |
| EDUCATION | | | |
| High School (name/city/state): | Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No | GED: <input type="checkbox"/> Yes <input type="checkbox"/> No | Certificate of Attendance: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Junior College (name/city/state) | Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No | # Credits Completed: | Major: |
| College/University (name/city/state) | Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No | # Credits Completed: | Major/Minor: |
| College/University (name/city/state) | Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No | # Credits Completed: | Major/Minor: |
| Trade/Vocational (name/city/state) | Certificate Received: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date Received: | Area of Study: |

CLARK COUNTY APPLICATION FOR EMPLOYMENT

Job Title: _____

Exam #: _____

Experience: Starting with your most recent job, list all your work/volunteer experience that qualifies you for the job you are applying for. Human Resources will determine whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. **Do not substitute a resume, or write “see attached resume” for this application, as information on your resume will not be considered.**

You may make as many copies of this page as you need to list your additional experience.

| | |
|---|--|
| May we contact your present employer(s)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

| | | | |
|---|--------------------|-------------------------------|---|
| FROM (Mo/Yr): | TO (Mo/Yr): | EMPLOYER: | 1 |
| YOUR JOB TITLE: | | ADDRESS (City, State): | <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> |
| HOURS WORKED PER WEEK <i>(do not put “varied”):</i> | | DESCRIBE YOUR DUTIES: | |
| SUPERVISOR: | | | |
| PHONE: | | | |
| REASON FOR LEAVING: | | | |
| | | | |

| | | | |
|---|--------------------|-------------------------------|---|
| FROM (Mo/Yr): | TO (Mo/Yr): | EMPLOYER: | 2 |
| YOUR JOB TITLE: | | ADDRESS (City, State): | <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> |
| HOURS WORKED PER WEEK <i>(do not put “varied”):</i> | | DESCRIBE YOUR DUTIES: | |
| SUPERVISOR: | | | |
| PHONE: | | | |
| REASON FOR LEAVING: | | | |
| | | | |

| | | | |
|--|-------------|------------------------|---|
| FROM (Mo/Yr): | TO (Mo/Yr): | EMPLOYER: | 3 |
| YOUR JOB TITLE: | | ADDRESS (City, State): | DESCRIBE YOUR DUTIES: _____ _____ _____ _____ _____ _____ |
| HOURS WORKED PER WEEK <i>(do not put "varied"):</i> | | | |
| SUPERVISOR: | | | |
| PHONE: | | | |
| REASON FOR LEAVING: | | | |
| | | | |

| | | | |
|--|-------------|------------------------|---|
| FROM (Mo/Yr): | TO (Mo/Yr): | EMPLOYER: | 4 |
| YOUR JOB TITLE: | | ADDRESS (City, State): | DESCRIBE YOUR DUTIES: _____ _____ _____ _____ _____ _____ |
| HOURS WORKED PER WEEK <i>(do not put "varied"):</i> | | | |
| SUPERVISOR: | | | |
| PHONE: | | | |
| REASON FOR LEAVING: | | | |
| | | | |

IF YOU HAVE MORE JOBS TO LIST, PLEASE DESCRIBE THEM ON ADDITIONAL SHEETS OF PAPER AND STAPLE THEM TO THIS APPLICATION.

I verify by my signature below that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements or incomplete information may be cause for rejection of my application or discharge from employment. I understand that the County may make inquiries of my previous employers to verify experience. I understand that prior to employment, I must show proof of citizenship or legal right to work in the U.S. I understand I must submit a felony conviction record form at time of application. I further understand that a conviction does not automatically bar me from employment. I understand that I must successfully pass a County medical examination, criminal background check and a drug test, when required. My signature below authorizes Clark County to conduct a background check on all education and experience listed on this application.

SIGNED: _____

DATE: _____

PRINT NAME: _____