



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

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

**Part-Time Employment
For the position of: Recreation Assistant – Events Assistant I
Location: Varies**

Contact: Travis Smith, Program Supervisor
702-455-8170 | PRSpecialEvents@ClarkCountyNV.gov

SALARY:

\$12.00 – \$15.00 Hourly

OPENING DATE: September 2023

CLOSING DATE: Continuous

DESCRIPTION OF DUTIES:

- Manage correspondence via phone, email, and social media messaging.
- Process payments using designated computer systems.
- Assist with preparation of Purchase Requests and contracts, and tracking of POs as needed.
- Request Fire Permits and Certificates of Liability in conjunction with contracted events.
- Safeguard company assets within the department.
- Ability to follow direction and complete tasks efficiently and within the time prescribed.
- May be required to perform tasks outside of specific scope of work as assigned.

MINIMUM QUALIFICATIONS:

Required Skills/Abilities:

- Ability to read, write and communicate in English: bilingual preferred.
- Ability to do simple math.
- Ability to exercise sound judgment.
- Ability to multi-task and work well under pressure.

Education/Experience:

- Previous customer service experience preferred.
- Basic knowledge of Microsoft Word, Excel, Outlook, and Adobe Acrobat preferred.

Physical Requirements:

- Mobility to work in a typical office or facility setting and use standard office equipment.

Background Investigations:

Employment is contingent upon the results of a background investigation, fingerprinting, and pre-employment drug testing.

Part-time employment will not lead to permanent employment. Part-time employees do not receive benefits.

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at https://www.clarkcountynv.gov/government/departments/parks_recreation/services/employment.php

Clark County Is An Equal Opportunity Employer



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

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

**Part-Time Employment
For the position of: Recreation Assistant – Events Assistant II
Location: Varies**

Contact: Travis Smith, Program Supervisor
702-455-8170 | PRSpecialEvents@ClarkCountyNV.gov

SALARY:

\$16.00- \$17.00 Hourly

OPENING DATE: September 2023

CLOSING DATE: Continuous

DESCRIPTION OF DUTIES:

- Manage correspondence via phone, email, and social media messaging.
- Process payments using designated computer systems.
- Research, select, and procure specialty products and coordinate any special needs.
- Assist with preparation of Purchase Requests and contracts, and tracking of POs as needed.
- Request Fire Permits and Certificates of Liability in conjunction with contracted events.
- Safeguard company assets within the department.
- Set up tables and chairs as needed for events, meetings, and banquets.
- Move and rearrange furniture.
- Assist with event set-up and strike/clean up as needed.
- Assist with event check-ins as needed.
- Operate Golf Cart w/ certification.
- Operate Clark County vehicle with certification.
- May be required to perform tasks outside of specific scope of work as assigned.

MINIMUM QUALIFICATIONS:

Required Skills/Abilities:

- Ability to read, write and communicate.
- Ability to do simple math.
- Ability to exercise sound judgment.
- Ability to work any hours including nights and weekends.
- Ability to multi-task and work well under pressure.

Education/Experience:

- Previous customer service experience preferred.
- Basic knowledge of Microsoft Word, Excel, Outlook, and Adobe Acrobat preferred.
- Clark County Defensive Driving training (within 60 days of employment)

Physical Requirements:

- Mobility to work in a typical office or facility setting and use standard office equipment.
- Physically able to climb stairs.
- Ability to stand or sit for prolonged periods of time.
- Ability to work in an environment that can be cold, hot, noisy, smoky, damp, dimly lit, or illuminated.

Clark County Is An Equal Opportunity Employer

Background Investigations:

Employment is contingent upon the results of a background investigation, fingerprinting, and pre-employment drug testing.

Part-time employment will not lead to permanent employment. Part-time employees do not receive benefits.

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at https://www.clarkcountynv.gov/government/departments/parks_recreation/services/employment.php