



**CLARK COUNTY  
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road  
Las Vegas, NV 89120  
(702) 455-8200  
[www.ClarkCountyNV.gov](http://www.ClarkCountyNV.gov)

**Part-Time Employment**

**For the position of: Office Assistant**

**Location: Sports Unit, Sunset Park**

(2601 E Sunset Rd., Las Vegas, NV 89120)  
(702) 455-8241 Phone / (702) 455-8119 Fax  
[CCPRSports@ClarkCountyNV.gov](mailto:CCPRSports@ClarkCountyNV.gov)

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**SALARY**

\$13.00 - \$15.00 Hourly (*depending on qualifications*)

**OPENING DATE:** May 31, 2022

**CLOSING DATE:** Until Filled

**ABOUT THE POSITION:**

This position will be in the Sports Unit located in Sunset Park. Duties will include, but not limited to:

- Answering phones, emails, and all walk-in requests for information in regard to Sports Unit adult leagues and field allocations. Stay up-to-date and diligent with all information as it pertains to the daily job duties of the office.
- Register teams for internal Adult Sports Leagues and enter enrollment information into RecTrac and subsequently file enrollment information in correct program folders.
- Process facility reservations for varying sports use while collecting all necessary information for database use and being able to thoroughly answer any questions in regard to CCPR facilities.
- Count and complete an end of the day drop of funds along with reconciling all receipts.
- Maintaining and/or updating files for Field Allocations organizations to include all required paperwork and contact information.
- Ensuring the front desk workspace is clean and update information as applicable.

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:** 3

**MINIMUM REQUIREMENTS**

**Education and Experience:** Applicant must have a High School diploma or equivalent GED and at least two (2) years clerical experience or equivalent educational background that is closely related to the position. Applicant must be proficient in using computer software such as,

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Microsoft Word, Excel, Outlook, etc. Must be able to communicate effectively with others and take direction from staff. Must be able to establish and maintain effective working relationships and contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.

**Preferred Qualifications:** Four (4) years or more experience in a clerical or customer service position. Experience using a POS and registration software along with advanced knowledge or Microsoft suit applications. Experience in scheduling appointments, autonomously using email correspondence with patrons and basic record keeping practices. Bilingual is preferred.

**Licensing and Certification:** Applicants are required to have CPR, AED and First Aid certification or must obtain it within the first 90 days of employment.

**Working Conditions:** This position may work morning and/or afternoons (*Office Hours are Monday-Thursday 7:30am-5:30pm*)

**Background Investigations:** Employment is contingent upon the results of a background investigation, pre-employment drug testing, pre-employment physical exams, certifications and any other special requirements.

**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>