



Clark County

PTH- CLERICAL ASSISTANT-2024

SALARY	\$12.00 - \$18.00 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PART-TIME	JOB NUMBER	PTH-DC-2024
DEPARTMENT	District Court	DIVISION	District Court
OPENING DATE	04/16/2024	CLOSING DATE	4/30/2024 5:01 PM Pacific
MAX NUMBER OF 300 APPLICANTS			

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for part-time positions throughout the department. A Part-Time Clerical Assistant provides a variety of routine to difficult office support to various areas of the Court, which may include typing, word processing, receptionist duties, record keeping and filing. A Part-Time Financial Assistant provides a variety of routine to difficult fiscal, financial, payroll, and accounting office support.

The following are part-time hourly positions with starting salary dependent upon the hiring department:

- Clerical Assistant (Salary Range: \$12.00 per hour to \$16.00 per hour)
- Legal Clerical Assistant (Salary Range: \$12.00/hour to \$18.00 per hour)
- Financial Assistant (Salary Range: \$13.00 per hour to \$18.00 per hour)

Note: 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.

This recruitment will establish a list to fill current and/or future part-time vacancies that may occur in the next six (6) months.

THIS RECRUITMENT IS LIMITED TO THE FIRST 300 APPLICATIONS RECEIVED AND WILL CLOSE WITHOUT NOTICE ONCE THAT NUMBER IS REACHED.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school and six (6) months full-time general clerical or related experience.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Licensing and Certification: Must possess a valid Nevada Class C driver's license at time of appointment.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

Working Conditions: Work shifts may include day, swing shift, and weekends (Including Holidays).

EXAMPLES OF DUTIES

Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; may compose standard correspondence from brief instructions. Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling. Enters, edits and retrieves data and prepares periodic or special reports, using a computer system and following established formats and menus; may perform production computer information entry. Prepares and updates a variety of reports and records which may require the use of arithmetic calculations and consolidating materials from several sources. Acts as receptionist and receives and screens visitors and telephone calls and takes messages; provides factual information regarding County or departmental activities and functions which may require the explanation of rules, policies and/or procedures; may receive, receipt and balance monies. Maintains records and processes forms, such as work orders, purchase requisitions and others specific to the organizational unit; may make arithmetic or standard statistical calculations. Establishes and maintains office files; researches and compiles information from such files; purges files as required. Reviews computer-produced and typed reports for accuracy, research exceptions and makes corrections as required. Operates standard office equipment, including word processors, computers, facsimile equipment and central telephones; may operate microfilm, radio telephone and other departmental-specific equipment after training. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Compiles materials for meetings, prepare agendas and attend such meetings to take summary notes as required. May train and direct the work of temporary staff for special projects or programs. Performs such office support activities as opening and distributing mail, processing outgoing mail, making travel arrangements and preparing purchase requisitions. May be required to operate a motor vehicle to various locations throughout the County.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

Business arithmetic; correct business English, including spelling, grammar and punctuation; techniques for dealing with the public, in person and over the telephone; basic computer applications related to the work; basic office practices and procedures; basic record keeping practices.

Skill in:

Making accurate arithmetic calculations; understanding and following oral and written directions; establishing and maintaining effective working relationships with those contacted in the course of the work; speaking English effectively to communicate in person or over the telephone.

PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Specified positions may be required to lift or move heavy materials and/or drive a motor vehicle. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Clark County

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