



Clark County

## HUMAN RESOURCES TECHNICIAN

<b>SALARY</b>	\$21.69 - \$33.58 Hourly	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	PERMANENT	<b>JOB NUMBER</b>	DCHR-TECH
<b>DEPARTMENT</b>	District Court	<b>OPENING DATE</b>	04/30/2024
<b>CLOSING DATE</b>	5/7/2024 5:01 PM Pacific		

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### ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the Human Resources Technician position. This position will provide technical, administrative, and organizational support for various areas of Human Resources with emphasis on processing of information and carrying out defined and specific tasks related to recruitment processes.

This examination will establish an eligibility list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by District Court Human Resources.

District Court Human Resources reserves the right to call only the most qualified applicants to the selection process.

This position is confidential and excluded from membership in the union.

This position is a non-union position and excluded from membership in the union.

### MINIMUM REQUIREMENTS

**Education and Experience: Equivalent to two (2) years of college level course work in business or personnel administration, a social science or field related to the work, AND two (2) years of full-time responsible office administrative or technical support experience, preferably in a personnel setting. Additional college level education may be substituted for the experience on a year-for-year basis.**

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.

**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.

### EXAMPLES OF DUTIES

Reviews, verifies and processes employee personnel and payroll documents; corrects errors and enters information into an automated personnel/payroll information system. Confers with departmental human resources and payroll staff; provides information regarding the proper method of completing forms and processing information; reconciles and corrects errors as required. Plans and carries out recruitment and selection procedures in specified occupational areas; discusses recruitment plans with management staff, prepares recruitment and selection materials; screens applications for requirements, arranges for the notification of candidates and proctors and administers various portions of the examination. Uses appropriate software to prepare selection process statistics and other departmental records and reports. Designs and carries out specified programs in such areas as employee recognition, employee orientation and retirement preparation; may provide direct instruction in specified areas to employees and/or the public. Collects and summarizes information, prepares written reports and recommendations and provides various technical support in such personnel areas as employee records, classification, compensation, benefits administration and employee wellness. Responds to questions and provides factual information and interprets procedures and regulations to County staff, representatives of other agencies and the public. May direct the work of others, including volunteers and students, on a project or relief basis. 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. Performs responsible, specialized office support work related to the function to which assigned. Uses standard office equipment, including a computer, in the course of the work.

## 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. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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### Agency

Clark County

### Address

500 S. Grand Central Pkwy, 3rd Floor  
PO Box 551791  
Las Vegas, Nevada, 89155-1791

### Phone

(702)455-4565

### Website

<http://www.clarkcountynv.gov>