



Clark County

DISTRICT COURT ACCOUNTS PAYABLE TECHNICIAN

SALARY	\$22.34 - \$34.59 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	29674D
DEPARTMENT	District Court	OPENING DATE	06/24/2025
CLOSING DATE	7/1/2025 5:01 PM Pacific	MAX NUMBER OF APPLICANTS	100

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the position of District Court Accounts Payable Technician. This role involves performing a variety of accounting and financial office support duties, including assisting with special projects as assigned, reviewing and reconciling a range of reports and journals such as budget, payroll, and other financial or business data. Responsibilities include processing invoices for payment, verifying the accuracy of accounting documents and records, securing necessary approvals, and monitoring accounts to ensure timely payments. Additionally, you may maintain subsidiary ledgers, audit and reconcile reports, and post data as needed. The position may require researching and compiling information from multiple sources to complete forms or prepare reports, as well as providing clear information and guidance to both the public, the Court, and County staff by applying sound judgment when explaining policies, rules, and procedures.

THIS IS A DEPARTMENTAL RECRUITMENT OPPORTUNITY AND IS OPEN ONLY TO FULL-TIME PERMANENT EMPLOYEES OF EIGHTH JUDICIAL DISTRICT COURT WHO HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD.

THIS RECRUITMENT IS LIMITED TO THE FIRST 100 APPLICATIONS RECEIVED AND WILL CLOSE WITHOUT NOTICE ONCE THAT NUMBER IS REACHED.

This examination will establish a Departmental Eligibility list to fill current and/or future vacancies that may occur within the next three (3) months or may be extended as needed by Human Resources.

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

Some positions may be confidential positions and are excluded from membership in the union.

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

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school AND three (3) years of full-time general clerical experience, two (2) years of which include accounting or financial experience. Professional level experience and/or education that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted on a year-for-year basis.

Licensing and Certification: Specified positions may require possession of a valid Nevada Class C Driver's License at time of appointment.

Working Conditions: Specified positions may require working evening, night, weekend and holiday shifts.

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

Citizenship: Candidates must be legally authorized to work in the United States. **Please note,** Clark County does not provide H1B visa sponsorships or transfers for any employment positions.

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

EXAMPLES OF DUTIES

- Responsible for performing all financial activities related to the Accounts Payable function of the Finance Office, in accordance with established policies, procedures, and controls.
- Reviews a high volume of invoices to determine clerical accuracy.
- Verifies invoice data entry in the financial system agrees to the supporting backup documentation.
- Determines that all back up for disbursements is complete and properly authorized for payment including appropriate approvals.
- Reviews claims for travel expense requests to ensure accuracy and adherence to applicable Eighth Judicial District Court policies as well as state and federal laws.
- Processes various invoice interfaces from other systems to the financial system for payment. Researches, authorizes, and processes for payment, all invoices.
- Communicates with all departments with respect to invoices and policies and procedures. Perform other duties as assigned.
- Enters and retrieves data from a computer system and produces reports; operates standard office equipment. Uses a computer to develop and manage databases and/or spreadsheet files and to develop special report formats.
- 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 a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with departmental policies and regulations.

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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Website

<http://www.clarkcountynv.gov>

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