



Clark County  
**HUMAN RESOURCES TECHNICIAN**

<b>SALARY</b>	\$24.14 - \$35.62 Hourly	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	PERMANENT	<b>JOB NUMBER</b>	DCHR-TECH 2026
<b>DEPARTMENT</b>	District Court	<b>DIVISION</b>	District Court Administration
<b>OPENING DATE</b>	06/30/2026	<b>CLOSING DATE</b>	7/14/2026 5:01 PM Pacific
<b>MAX NUMBER OF APPLICANTS</b>	250		

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## ABOUT THE POSITION

The Eighth Judicial District Court is seeking candidates to apply for the Human Resources Technician position. This position provides technical and administrative support for various human resources functions, including recruitment, onboarding, and records management. The successful candidate will have strong customer service, communication, and organization skills. This role will work in a team environment supporting Analysts and leadership. It is an excellent opportunity for individuals with relevant education or experience looking to develop their human resources skills in a professional environment.

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.

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## MINIMUM REQUIREMENTS

**Equivalent to two (2) years of college level course work in Human Resources, Business, Personnel Administration, Social Sciences or field related to the work AND two (2) years of full-time professional office administrative or technical support experience, preferably in a Human Resources setting. 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.**

**Working Conditions:** May attend meetings or administer examinations outside of normal working hours. May include outdoor events in inclement weather.

**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.

**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.

## EXAMPLES OF DUTIES

- Reviews, verifies, and processes employee personnel documents; corrects errors and enters information into Human Resources Information Systems.
- Confers with departmental Human Resources staff; provides information regarding the proper method of completing forms and processing information; reconciles errors as required.
- Assists with planning and carrying out recruitment and selection procedures in specified occupational areas; discusses recruitment plans with management staff, prepares recruitment and selection materials; arranges for the notification of candidates and proctors; administers various portions of the examination; conducts background checks for new hires with the oversight of the Human Resources Manager.
- Uses learning management and applicant tracking systems and other software to prepare and/or process data and other departmental records, reports, and rosters.
- Provides administrative support for specified programs in such areas as employee orientation, retirement preparation, training and other Human Resources related events including, but not limited to creating and posting signage, coordinating with facilities, ensuring meeting/training rooms are clean and ready for use; room scheduling; may provide information in specified areas to employees and/or the public via phone, email or in person.
- Collects and summarizes information; prepares written reports and recommendations and provides various technical support in such areas as employee records, classification, compensation, benefits administration, and employee training and development.
- Provides administrative duties such as answering main phone lines, responding to inquiries, providing factual information and to County staff, representatives of other agencies, and the public.
- May direct the work of others such as 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.
- May drive personal motor vehicle to attend off-site meetings and/or events.

## 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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### Employer

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>