Clark County

TRAINING SPECIALIST

SALARY	$31.20 - $46.05 Hourly	**LOCATION**	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	**JOB NUMBER**	32110A
DEPARTMENT	District Court	**DIVISION**	District Court
OPENING DATE	11/24/2026	**CLOSING DATE**	12/1/2026 5:01 PM Pacific

ABOUT THE POSITION

Eighth Judicial District Court is seeking qualified applicants to apply for the Training Specialist position. This position is responsible for supporting and implementing specific departmental policies and procedures; prepares, delivers, evaluates and instructs departmental training and maintenance of a procedure manual.

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 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.

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

Some positions may be used to fill term Limited-Permanent positions. The selected candidates will be hired for a special project or duties of a limited duration and be required to sign a term of employment letter specifying condition and exact dates of employment. The successful candidates will be eligible for benefits during the duration of employment.

Some positions may be Grant Funded. Grant Funded positions are subject to continuation based on availability of grant funds and the employee will be terminated without right of appeal when such funds are no longer available.

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

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

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to an Associate's Degree with major coursework in business or public administration or a related field, AND three (3) years of full-time office administrative or technical experience related to the work of the functional unit. 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: Attend meetings outside of normal working hours.

Licensing and Certification: Specified positions may require possession of 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.

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

- Prepares and delivers specialized, pre-service, and continuing education training programs.
- Conducts new employee orientation.
- Assists with and performs specific administrative support activities such as organizing logistics involved in training classes.
- Arranges for trainers or conducts training programs when required. Informs supervisors, employees, and the public of available training opportunities; evaluates effectiveness of training programs and tracks data.
- Schedules training classes and sessions.
- Produces necessary instructional aids and documentation; reviews and adapts prepared instructional materials; prepares instructional materials for specific topics; assists in developing student evaluation instruments to support instruction and the evaluation of test results.
- Assists with the implementation of departmental automated systems and representing the department or agency head and others as specified; may make formal oral presentations.
- Maintains accurate records and files related to the areas of assignment.
- Prepares a variety of technical, statistical and narrative reports, correspondence and other written materials.
- Compiles necessary training reports from test scores, attendance records and other evaluative tools.
- 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.
- May assist with administrative or other studies related to the training activities or area to which assigned.
- Collaborates with team to assist in determining analytical techniques and data gathering processes and obtains required information for analysis.
- Analyzes alternatives and makes recommendations regarding such matters as quality improvement alternatives, training and development.
- Uses standard office equipment including a computer, in the course of the work; may drive a County or personal motor vehicle or be able to arrange for appropriate transportation in order to attend off-site meetings and visit various work and training sites.

PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and be capable of driving a motor vehicle or arranging for transportation in order to attend off-site meetings and visit various work and training sites; 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.

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