



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road
Las Vegas, NV 89120
(702) 455-8200

www.accessclarkcounty.com

Part-Time Employment

For the position of: CUSTOMER SERVICE REPRESENTATIVE

Location: Shooting Park

Iris Kikuchi, Office Services Supervisor
5710 Simmons #125, N. Las Vegas, NV 89031
(702) 455-8116 Phone / (702) 383-3307 Fax

ikikuchi@co.clark.nv.us

SALARY

\$10.00 - \$12.00 Hourly DOE

OPENING DATE: October 28, 2009

CLOSING DATE: Until Filled

ABOUT THE POSITION:

Provide a variety of routine customer support to the Shooting Park customer service centers, which may include front counter customer service, retail cashier functions, typing, word processing, receptionist duties, answering telephones, and filing. Part-time employment will not lead to permanent employment.

Part-time employees do not receive benefits. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

OF VACANCIES: Six

MINIMUM REQUIRMENTS

Education and Experience: Equivalent to graduation from high school, and one (1) year of full-time general clerical experience.

Preferred Qualifications: Superior customer service and retail experience.

Licensing and Certification: Must possess a valid Nevada Class C driver's license at time of appointment. Applicants must not be a prohibited possessor. May require a Health Card.

Working Conditions: This position will work days, evenings and weekends. This position is at a shooting park and will work around firearms.

Background Investigations: Employment is contingent upon the results of a background investigation.

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at <http://www.accessclarkcounty.com/depts/parks/Documents/Application.pdf>.

Clark County Is An Equal Opportunity Employer

04/09