



Las Vegas

Agenda Item No.: 29.

**AGENDA SUMMARY PAGE**  
**CITY COUNCIL MEETING OF NOVEMBER 15, 2006**

**DEPARTMENT: HUMAN RESOURCES**  
**DIRECTOR: CLAUDETTE ENUS**

**Consent**    **Discussion**

**SUBJECT:**

Approval to create one regular full-time Administrative Secretary position in the Criminal Division of the City Attorney's Office (\$22,400 salary + \$21,000 benefits - General Fund)

**Fiscal Impact:**

No Impact

**Augmentation Required**

Budget Funds Available

**Dept./Division:** City Attorney's Office

**Amount:** \$73,400.00

**Funding Source:** General Fund

**PURPOSE/BACKGROUND:**

The position is needed to support the Assistant City Attorney who is responsible for a Division of 42 employees. The Sr. Executive Assistant is responsible for the direct supervision of the support staff of 20 which limits the ability to support the secretarial requirements of the Assistant City Attorney. This position would serve as coverage/back-up for the Sr. Executive Assistant in conjunction with assuming responsibilities including, but not limited to, secretarial support to Assistant City Attorney, administrative support including assist in supervision of clerical/technical staff, reporting requirements, development/implementation of policy, procedures and/or workflow.

**RECOMMENDATION:**

To approve the creation of one regular full-time Administrative Secretary position in the Criminal Division of the City Attorney's Office.

**BACKUP DOCUMENTATION:**

None

Motion made by GARY REESE to Strike Items 27, 28 and 29 and to Hold in Abeyance Items 51 and 52 to 12/6/2006

Passed For: 7; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 0

LAWRENCE WEEKLY, LARRY BROWN, LOIS TARKANIAN, STEVE WOLFSON, OSCAR B. GOODMAN, GARY REESE, STEVEN D. ROSS; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-None)

Minutes:

There was no discussion.