

ACCOUNT CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs a variety of routine clerical accounting duties including overseeing all money transactions, billing, reconciliations, accepting payments over the counter and through mail; performs cashiering services and processes payments; responds to customer complaints and inquiries; and performs a variety of clerical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives immediate supervision from higher level supervisory and management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Compile and prepare appropriate data for account receivable billing; ensure accuracy of data for billing purposes.
2. Assist vendors, departments, and employees by providing fiscal information, explaining procedures and answering questions.
3. Receive, sort and process a variety of invoices and billings; post all expenditures and revenues for specific funds relative to area of responsibility.
4. Monitor and reconcile petty cash fund.
5. Maintain and troubleshoot computer run accounts payable/accounts receivable program.
6. Run computer generated reports as necessary; review for accuracy.
7. Balance cash and receipts; prepare deposits.
8. Research records; document and report findings; prepare release of liens, warrants for checks.
9. Perform a variety of general clerical duties including typing, maintaining files and records, and processing the mail.
10. Input documents into computerized accounting program.

CITY OF LAS VEGAS
ACCOUNT CLERK (*continued*)

Essential Functions:

11. Enter updated information into the database.
12. Monitor and balance various accounts verifying availability of funds and classification of expenditures; research transactions to resolve problems.

Marginal Functions:

1. Work on a variety of special projects as assigned.
2. Assist in the requisition of supplies as required.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and procedures of financial record keeping and reporting.
Basic clerical accounting principles and procedures.
Modern office procedures, methods and computer equipment.
Basic principles and procedures of record keeping.
Basic arithmetic.

Skills in:

Accurately tabulating, recording and balancing assigned transactions.
Operating a typewriter, calculator, computer terminal and other office equipment.
Maintaining a variety of records and files.
Typing at a speed necessary for successful job performance.
Understanding and carrying out oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
ACCOUNT CLERK (*continued*)

Experience and Training Requirements

Experience:

One year of general clerical experience is desirable.

Training:

Equivalent to graduation from high school. Additional training in bookkeeping, accounting, automated financial management systems or related fields is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work primarily in office environment; occasional travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Operating assigned office equipment*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*
- *Demonstrating intellectual capabilities.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REVISED 7/7/11
City & FLSA: Nonexempt
CSB: 9/28/11

ACCOUNTING TECHNICIAN I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs technical accounting activities. Processes accounts payable and cash receipt documents. Maintains financial records and reports. Analyzes and resolves discrepancies.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Accounting Technician series. This class is distinguished from the Accounting Technician II by the performance of the more routine tasks and duties assigned to positions.

SUPERVISION RECEIVED

Receives general supervision from supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs technical accounting activities; processes a variety of accounts payable and cash receipting documents; reviews for accuracy, completeness and proper authorization within established city policy and procedures.
2. Organizes, processes, and maintains payment documentation and vendor remittance data; analyzes statements; maintains frequent contact with vendors to ensure accounts are current; researches payment histories by reviewing vendor and customer detail.
3. Researches discrepancies relating to invoices on hold and/or unentered; and coordinates with Purchasing and Contracts, suppliers and end user to resolve issues between the purchase order, goods received and invoiced, including discrepancies related to pricing, item descriptions, quantity of goods and surcharges.
4. Researches and resolves issues brought forth by vendors, customers, and city staff regarding incorrect or misrouted payments.
5. Prepares and provides verbal and written information to vendors and employees regarding reported discrepancies in invoice amounts and the status of payments.

CITY OF LAS VEGAS
Accounting Technician I (*continued*)

Essential Functions:

6. Reconciles and balances daily lockbox deposits; researches and resolves any exceptions.
7. Processes reimbursement to and payments from city staff; accepts, processes and balances customer payments; prepares deposits.
8. Enters data into computerized accounting program; imports transactions from various systems daily for check and revenue processing; compares information in different programs and databases and updates records as necessary.
9. Compiles and prepares memorandums and reports from multiple financial systems and databases; submits request to release checks, when applicable.
10. Prepares automatic payments of recurring monthly charges.
11. Assists with the development of computer generated reports and information; tests the accuracy of the information generated; refers problems to supervisor or designee.
12. Provides technical assistance to city staff; assists employees in understanding policies, programs and changes.
13. Responds to inquiries from city staff and vendors; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; receives, sorts, stamps and distributes the mail, paychecks, invoices and billings; performs a variety of record keeping, filing, indexing and other general clerical work.
2. Works on a variety of special projects as assigned.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic modern bookkeeping and accounting principles and procedures.
Basic principles of mathematics.
Modern office methods, practices, procedures, and computer equipment.
Basic principles and procedures of record keeping.

CITY OF LAS VEGAS
Accounting Technician I (*continued*)

Skills in:

Preparing, examining and verifying a wide variety of financial documents and reports.
Operating a computer including a variety of software programs.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

One year of technical accounting experience, preferably in a government agency.

Training:

Equivalent to graduation from high school.

Additional specialized training in bookkeeping, accounting, automated financial management systems or a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
Revised 9/12/11; FLSA: exempt; City: nonexempt
CSB 9/28/11

ACCOUNTING TECHNICIAN II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs technical accounting activities involving the reconciling and auditing of assigned area, general ledger or subsystem accounts. Prepares fiscal reports and special reports for management review.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Accounting Technician series. This class is distinguished from the Accounting Technician I by the performance of the full range of duties, the complexity of duties assigned, the level of responsibility assumed and the independence exercised. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Accounting Technician in that the latter performs the most difficult and complex duties assigned.

SUPERVISION RECEIVED

Receives general supervision from supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Generates billing notices, penalties, interest and delinquent notices and mails to customers.
2. Enters data into computerized accounting program; inputs and retrieves information from multiple subsystems and databases.
3. Performs technical accounting activities involving the reconciling and auditing of deposits and accounts; prepares fiscal reports and special reports relating to the progress of assigned accounts; reviews for accuracy, completeness and proper authorization within established city policy and procedures.
4. Maintains and reconciles a variety of general ledger accounts; analyzes revenues and expenditures; examines and corrects accounting transactions to ensure accuracy; determines and prepares appropriate journal entries based on analysis.

CITY OF LAS VEGAS
Accounting Technician II (*continued*)

Essential Functions:

5. Monitors and collects delinquent accounts receivable payments from appropriate sources, as defined by policy or operating procedures; informs appropriate parties about delinquent accounts; coordinates with outside collection agencies; establishes payment plans for delinquent accounts; compiles a report of items recommended for write-off; prepares and processes claim refunds.
6. Processes and reconciles travel expenses; audits submitted reimbursement documents for proper authorization based on established city policy and federal regulations.
7. Researches and resolves issues brought forth by vendors, customers, and city staff regarding incorrect payments and non-payments.
8. Compiles and prepares statistics, memorandums and reports from multiple financial systems and databases. Calculates and prepares remittance documents for management's approval. Compiles data, reviews and prepares audit schedules for external audit.
9. Assists with the development and testing of various financial software packages; tests the accuracy of the information generated; troubleshoots program problems.
10. Participates in the analysis and preparation of various financial statements, accounts, fiscal reports and special reports relating to the progress or problems of assigned area of responsibility.
11. Responds to and resolves inquiries and problems for city staff, city lobbyists, banks and the public; resolves complaints in an efficient and timely manner.
12. Monitors regulations related to payments and reimbursements; assists in updating forms and policies based on legislative changes.

When assigned to Municipal Court:

1. Recommends amendments to the budget as appropriate; compiles and prepares the department's budget submission.
2. Compiles and prepares statistical reports for the State of Nevada, judges, management and other agencies.
3. Prepares necessary documents to pay or reimburse the State of Nevada's share of revenue assessments.
4. Organizes and sustains document storage of daily transactions and reports.
5. Prepares bi-weekly spreadsheet for contract instructors, interpreters, and alternate judges; submits to accounts payable for processing.

CITY OF LAS VEGAS
Accounting Technician II (*continued*)

When assigned to Municipal Court:

6. Installs and maintains the programming of credit/debit card terminals; records and maintains inventory log of equipment, as necessary.
7. Verifies bail refunds for accuracy before payment processing.
8. Maintains court asset and equipment lists and ensures that they are accurate and coded correctly.

Marginal Functions:

1. Maintains a variety of automated and manual logs, records and files; receives, sorts, stamps and distributes the mail, paychecks, invoices and billings; performs a variety of record keeping, filing, indexing and other general clerical work.
2. Attends and participates in meetings. Stays abreast of new trends, programs and innovations.
3. Researches information about the sender of returned mail.
4. Completes or participates in a variety of special projects as assigned.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Governmental bookkeeping and accounting principles and practices.
Principles and procedures of financial record keeping and reporting.
Modern office procedures, methods and computer equipment.
Financial research and report preparation methods and techniques.
Advanced principles of mathematics.
Principles of basic report preparation.
Pertinent federal, state and local laws, codes and ordinances.

Skills in:

Examining and verifying a wide variety of financial documents and reports.
Operating a computer including a variety of software programs.
Developing and implementing accounting system modifications.
Analyzing and interpreting financial and accounting records.
Preparing a variety of fiscal reports and analyses.
Utilizing computer equipment and software to produce financial reports, informational items, tracing systems and related documents.
Applying federal, state and local laws and regulations pertaining to accounting and auditing activities.

CITY OF LAS VEGAS
Accounting Technician II (*continued*)

Experience and Training Requirements

Experience:

Two years of increasingly responsible technical accounting experience, preferably in a government agency.

Training:

Equivalent to graduation from high school.

Additional specialized training in bookkeeping, accounting, automated financial management systems or related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
Revised 7/7/11
FLSA: nonexempt; City: nonexempt
CSB 9/28/11

BUSINESS LICENSING AUDITOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Reviews, analyzes, and audits income and operations of private businesses to ensure correct assessment of license fees and taxes; prepares audit reports and completes special audits; reconciles audit receipts, fees and taxes collected by the department; reviews and analyzes operations and financials for the department and for non-public entities.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Business Licensing Auditor series. Employees within this class are responsible for the performance of the full range of duties as assigned including conducting business licensing, room taxes, internal and special audits. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from higher level supervisory and management staff.

May receive functional and technical supervision from a Senior Business Licensing Auditor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Reviews, analyzes, and audits income and operations of private and public businesses to ensure correct assessment of room tax and business licensing fees; prepares audit summaries, reports, and working papers.
2. Provides responsible customer service to the public and other city staff; interprets and explains city business licensing fees, either in person, in writing, or on the telephone; responds to questions.
3. Monitors the collection and posting of room taxes; reviews monthly room tax summaries for balances due, credits on accounts, and delinquencies; prepares and issues notices of outstanding balances and delinquencies; prepares liens against properties with excessively delinquent fees.

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

Essential Functions:

4. Reviews and audits a variety of financial statements and documentation, including ledgers, schedules, tax returns, prior audits and gross sale figures.
5. Assesses fees and taxes based on the type of business, sales volume and other factors as prescribed by state and local laws and regulations.
6. Maintains files of ongoing inspection and auditing activities; compiles and enters data and statistics on inspections into computer systems; prepares and presents a variety of written reports for management as directed.
7. Monitors business trends that may influence revenues and guide audits that may be underreported.
8. May issue correction or violation notices for violations of business license audit codes or regulations.
9. Assists other work units in revising or correcting financial records or data.

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
2. Performs a variety of general accounting duties.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Accounting theory and practice.
Generally accepted accounting principles and auditing standards.
State and local laws and regulations governing municipal taxation and finance.
Auditing methods and systems.
Standard taxation and assessment practices.
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes and regulations.

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

Skills in:

Monitoring and auditing business sales records, accounts and other financial data.

Understanding and applying city regulations and ordinances in the assessment of license fees, taxes and other charges.

Preparing and presenting written reports.

Compiling and maintaining records.

Working independently in the absence of supervision.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years of increasingly responsible accounting, auditing or financial analysis experience.

Training:

A Bachelor's degree from an accredited college with a major in accounting or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment; exposure to computer screens in confined spaces.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

Physical Conditions:

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

Rev 4/4/11 (formerly Auditor)

FLSA & City: nonexempt

CSB 9/28/11

LICENSE TECHNICIAN I
LICENSE TECHNICIAN II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Initiates the processing of business license applications; processes business license applications, including assessing taxes and fees; provides walk-in and telephone customer service to business customers; and performs a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

License Technician I: This is the entry level class in the License Technician series. This class is distinguished from the License Technician II by the performance of the more routine tasks and duties assigned to positions within the series, including duties limited to general business license processing and issuing permits with supervisory approval. This class may be used as a training class, wherein employees may need only limited or no directly related work experience or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

License Technician II: This is the full journey level class within the License Technician series. This class is distinguished from the License Technician I by the performance of the full range of duties as assigned, including independently processing privileged and regulated license applications, calculating license fees, and informing the public of code requirements. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

License Technician I

Receives immediate supervision from higher level staff.

License Technician II

Receives general supervision from higher level staff.

CITY OF LAS VEGAS
License Technician I/II (continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Reviews and processes applications for general, regulated, and privileged business licenses and renewals; reviews customer supporting documentation; and determines whether on-site inspections are warranted and forwards those applications to a License Officer.
2. Provides responsible customer service to the public and other city staff; interprets and explains city business licensing ordinances and regulations, either in person or on the telephone; guides business owners through the application process; responds to questions and resolves problems; if further customer assistance is required, takes comprehensive notes on complaint and forwards to a License Officer for investigation.
3. Performs a variety of general, regulated and privileged license processing and public relations duties including composing routine written correspondence to customers and other departments and agencies, maintaining inventory of blank forms and applications, preparing required reports on activities, and maintaining files.
4. Collects and enters data to maintain business license records in the computer system.
5. Assists with providing and gathering information for court actions resulting from noncompliance with licensing ordinances.
6. Issues one-time permits for special events such as parades, charitable functions, auctions and the catering of food and liquor. Coordinates and routes information to other applicable city departments such as fire, planning, and building and safety; and maintains ongoing lists of special events.
7. Coordinates the collection and disbursement of information affecting licensing from various city departments.
8. Determines correct licensing fees based on owner's declaration and internal fee schedules; process fee payments.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

License Technician I

Knowledge of:

Customer service principles and practices.
Principles of telephone etiquette.
Common office software applications, including word processing, spreadsheet, database and email.
Basic mathematical principles.
Bookkeeping or basic accounting procedures and practices.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Rules of English grammar, spelling, punctuation and sentence structure.
Basic safety and health standards as applicable to business licensing activities.

Skills in:

Providing courteous and informed customer service.
Dealing tactfully with the public.
Correctly interpreting, explaining and applying city policies and regulations.
Presenting a professional image to the public, both in person and on the telephone.
Listening to and comprehending a customer's question.
Learning the basics of the laws, codes and regulations applicable to general, regulated and privileged business licensing.
Learning to interpret, apply and explain applicable laws, codes, regulations, policies and procedures governing general, regulated and privileged business licensing.
Learning basic interviewing techniques.
Learning to communicate effectively with irate customers in sensitive situations.
Learning to detect inconsistent or suspect information provided by customer that may warrant further investigation.
Responding to requests and inquiries from the general public.
Understanding and following oral and written instructions.
Making computations rapidly and accurately.
Operating standard office machines including a computer terminal, personal computer, calculator and facsimile machine.
Maintaining records and reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
License Technician I/II (*continued*)

Experience and Training Requirements

Experience:

Three years of direct public contact or customer service experience, and proficiency with common office software such as word processing, spreadsheet, database and email. Accounting or bookkeeping experience is desirable. Previous experience in a local, state or federal licensing agency is desirable.

Training:

Equivalent to graduation from high school.

License Technician II

In addition to the qualifications for License Technician I:

Knowledge of:

Basic interviewing techniques.
Laws, codes and regulations applicable to general, regulated and privileged business licensing.
Basic collection techniques and procedures.
Accounting procedures and practices.

Skills in:

Interpreting, applying and explaining applicable laws, codes, regulations, policies and procedures governing general, regulated and privileged business licensing.
Responding appropriately to potentially confrontational situation.
Communicating effectively with irate customers in sensitive situations.
Detecting inconsistent or suspect information provided by customer that may warrant further investigation.
Working independently without direct supervision.

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience processing business license applications.

Training:

Equivalent to graduation from high school.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 6/9/11
FLSA & City: nonexempt
CSB 9/28/11

PRE-TRIAL SERVICES OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Processes criminal arrest information, including interviewing defendant, researching criminal history, confirming identity and aliases, verifying statutory and municipal bail requirements, and scheduling court dates. Makes determination on recognizance release eligibility or detention. Serves as the court's liaison with all outside custody holders.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Pre-Trial Services Officer series. Employees at this level receives only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the applicable operating procedures and policies.

SUPERVISION RECEIVED

Receives general supervision from the Pre-Trial Services Supervisor or higher level management staff. Receives technical and functional supervision from the Senior Pre-Trial Services Officer.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Interviews persons charged with misdemeanor offenses; verifies responses and references; queries local and national criminal history databases and confirm defendants identity and aliases; evaluates criminal history of persons and information gathered from interview against established guidelines; determine if defendants meet specified guidelines to be released from custody on their own recognizance or must be held for court; determine bail amount; and process additional criminal charges that may be outstanding.
2. Ensures compliance with federal and local mandates as it relates to timely hearings, no bail releases, bail settings, probable cause review, and competency related processes for in-custody defendants.
3. Coordinates the in-custody competency review process; effectuate releases as appropriate.

CITY OF LAS VEGAS
Pre-Trial Services Officer (*continued*)

Essential Functions:

4. Schedules court dates; prepares and submits statistics and written and oral reports to the court; recommends special conditions of release if appropriate; prepares and authorizes court release documentation.
5. Reviews release requirements with defendant or offender, third party custodians and family members to assure full understanding of the conditions and obligations of release and the consequences of non-compliance with those conditions.
6. Responds to inquiries regarding defendants or other cases in a courteous manner; assists judges, court staff and other personnel in locating records and information; resolves complaints and issues in an efficient and timely manner.
7. Verifies warrants; ensures warrant confirmation requests are processed within the predetermined time frame.
8. Determines appropriate schedules for follow-up and performs follow-up contact to defendants and offenders; ensures that individual is adhering to conditions of release and/or surrender requirements; notifies judge of noncompliance.
9. Maintains a variety of automated and manual logs, records and files; processes a variety of forms and documentation; verifies documents for accuracy and compliance with applicable standards and specifications.
10. Communicates with other law enforcement and related agencies to share and obtain information.

Marginal Functions:

1. Coordinates the transportation of defendants between court and local jails.
2. Participates in the development and drafting of unit procedures.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

General principles and practices of the criminal justice system.

Interviewing methods and techniques.

Basic symptoms and indications of substance abuse, emotional problems and suicidal tendencies.

Basic principles of human behavior.

Community social service agencies and resources.

Techniques and principles of record keeping.

CITY OF LAS VEGAS
Pre-Trial Services Officer (*continued*)

Knowledge of:

Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Modern office procedures, methods and computer equipment.
Common office software programs.
Pertinent federal, state and local laws, codes and regulations.

Skills in:

Using initiative and independent judgment within established guidelines.
Learning the operations, services and activities of a pre-trial defendant release program.
Learning the principles and practices of the criminal justice system as they relate to pre-trial release and supervision.
Interpreting, explaining and enforcing department policies and procedures.
Observing and recognizing indications of mental health problems and substance abuse.
Interacting effectively with defendants, offenders and professional criminal justice system personnel.
Presenting a non-judgmental demeanor toward and concerning defendants and other involved parties.
Responding to stressful situations calmly, quickly and decisively.
Working without direct supervision.
Making responsible, independent decisions.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Maintaining mental capacity which allows for effective interaction and communications with others.

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in criminal justice, counseling, social work, substance abuse counseling, psychology or a closely related field.

Training:

Bachelor's degree from an accredited college or university with major in criminal justice, counseling, psychology, behavioral sciences, social science or a closely related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

CITY OF LAS VEGAS
Pre-Trial Services Officer (*continued*)

License or Certificate

Must obtain applicable level of NCIC/NCJIS certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

Special Requirements

The Pre-Trial Services unit operates 19.5 hours, seven days per week. Assigned work schedule may change and may be for any shift and any day of the week.

WORKING CONDITIONS

Environmental Conditions:

Location: Office, jail and courtroom environments; work within a locked environment; travel from site to site.

Hazards: Exposure to noise and computer screens; exposure to potentially hostile environments and individuals..

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time;*
- *Medium lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 9/13/11

FLSA and City: nonexempt

CSB 9/28/11

SANITATION BILLING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Creates and maintains sanitation billing accounts. Provides customer service on all account aspects. Researches and resolves account and billing issues.

SUPERVISION RECEIVED

Receives immediate supervision from higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Responds to public inquiries in a courteous manner; provides information within the area of assignment; interprets and explains city sewer bills, ordinances and regulations; adjusts sewer charges within authorized limit; provides information to title companies regarding any penalties or liens on an account at a specific property; resolves complaints in an efficient and timely manner.
2. Processes applications for the creation of sewer billing accounts; determines whether on-site inspections are warranted and forwards those applications to a Sanitation Inspector.
3. Creates sewer account records in the computer system; enters and updates customer information and adjusts billing information as needed.
4. Performs a variety of sewer bill processing duties, including notarizing documents, composing routine correspondence, maintaining inventory of blank forms and applications and preparing required reports on activities.
5. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
6. Calculates sewer service charges and assess fees based on general business license category.
7. Collects and processes payments on behalf of the city; researches payment discrepancies.
8. Reviews billing reports; verifies that payments are posted correctly; informs customer and appropriate city staff of any delinquent accounts; research returned mail for current addresses or change of ownership; search records and inquire customer to establish correct mailing address.

CITY OF LAS VEGAS
Sanitation Billing Technician (*continued*)

Essential Functions:

9. Evaluate accounts that are scheduled to lien due to non-payment of sewer fees; prepare and notarize the required documentation to be recorded by Clark County.
10. Receives bankruptcy notifications; researches debtor name for outstanding sewer fees; calculate pre and post petition fees, updates account and billing information; prepares required documentation if legal action is necessary.

Marginal Functions:

1. Researches current addresses for returned mail and problem accounts.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic mathematical principles.
Bookkeeping or basic accounting procedures and practices.
Customer service principles and practices.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Principles of telephone etiquette.
Principles of business letter writing and basic report preparation.
Basic safety and health standards.

Skills in:

Providing courteous and informed customer service.
Dealing tactfully with the public.
Correctly interpreting, explaining and applying city policies and regulations.
Presenting a professional image to the public, both in person and on the telephone.
Listening to and comprehend a customer's question.
Learning the basics of the codes and regulations applicable to sewer billing services.
Learning to interpret applicable rules and regulations governing sewer billing services.
Learning to communicate effectively with irate customers in sensitive situations.
Learning to detect inconsistent or suspect information provided by customer that may warrant further investigation.
Responding to requests and inquiries from the public.
Understanding and following oral and written instructions.
Making computations rapidly and accurately.

CITY OF LAS VEGAS
Sanitation Billing Technician (*continued*)

Skills in:

Operating standard office machines including a computer terminal, personal computer, calculator and facsimile machine.
Maintaining records and reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of general clerical, accounting or bookkeeping experience which included high volume customer or public contact.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a valid notary public license within 6 months of the date of appointment, and maintain thereafter.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Sanitation Billing Technician (*continued*)

Physical Conditions:

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REVISED 7/11/11
FLSA & City: nonexempt
CSB 9/28/11

SENIOR ACCOUNTING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Leads, oversees and participates in the more complex and difficult technical accounting work. Maintains and reconciles a variety of general ledger accounts. Analyzes revenues and expenditures. Examines and corrects accounting transactions.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Accounting Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from higher level supervisory or management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Leads, oversees and participates in the financial record keeping, budget, accounts payable and receivable, or payroll systems for assigned city departments.
2. Plans, directs, and participates in technical accounting activities including entering data, reviewing of records, researching and analyzing problems and maintaining the chain of custody for records.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

CITY OF LAS VEGAS
Senior Accounting Technician (*continued*)

Essential Functions:

4. Maintains and reconciles a variety of accounts and general ledgers; examines and correct accounting transactions to ensure accuracy.
5. Reviews audits and prepares daily deposit of revenues; maintains and updates daily tracking system monitoring deposits; reviews and reports any discrepancies; compiles statistical reports.
6. Assists with recommending and implementing the division policies and procedures; prepares performance statistics and reports.
7. Performs audits of city departments that handle cash to ensure that departments comply with city policies; reports any discrepancies to management.
8. Serves as liaison to city departments, banks and outside agencies; responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
9. Participates in the compilation and preparation of various city budgets and accounts; analyzes revenues and expenditures; prepares various budget related forecasts; recommends amendments to the budget as appropriate.
10. Prepares statistical, financial and special reports for various city departments; enters updated accounting information into the database.
11. Leads the development of computer generated reports and information; develops procedures and criteria to test the accuracy of the information generated; troubleshoots program problems.

Marginal Functions:

1. Provides assistance to banks regarding coding of deposits; reviews bank statements for incorrect postings.
2. Manages the collection process for Special Improvement Districts (SID); ensures procedures are in compliance with applicable Nevada Revised Statutes.
3. Audits time sheets of assigned city departments for accuracy and completeness; reports discrepancies to management.
4. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
5. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Accounting Technician (continued)

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

Revised 7/7/11

FLSA & City: Non-exempt

CSB 9/28/11

SENIOR BUSINESS LICENSING AUDITOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Leads, oversees and participates in the more complex and difficult audit work, including reviewing, analyzing, and auditing income and operations of private businesses to ensure correct assessment of business license fees and taxes; prepares audit reports and conducts special audits; coordinates and facilitates the franchise process; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Business Licensing Auditor series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned, and are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Leads, plans, trains, reviews and participates in the work of staff responsible for reviewing, analyzing, and auditing income and operations of private and public businesses to ensure correct assessment of room tax and business licensing fees; prepares audit summaries, reports, and working papers.
2. Provides responsible customer service to the public and other city staff; interprets and explains city business licensing fees, either in person, in writing, or on the telephone; responds to the most complex and difficult audit questions.

CITY OF LAS VEGAS

Senior Business Licensing Auditor (*continued*)

Essential Functions:

3. Monitors the collection and posting of room taxes; reviews monthly room tax summaries for balances due, credits on accounts, and delinquencies; prepares and issues notices of outstanding balances and delinquencies; prepares liens against properties with excessively delinquent fees.
4. Trains assigned employees in their areas of work in auditing and accounting methods and techniques and in the set up and use of equipment; ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications.
5. Reviews and audits a variety of financial statements and documentation, including ledgers, schedules, tax returns, prior audits and gross sale figures.
6. Coordinates audits and investigations with attorneys, accountants, officials and other internal or external work units.
7. Assists in the collection of money owed to the City of Las Vegas by individuals and businesses with unpaid business license fees.
8. Administers, coordinates and facilitates the franchise process; and acts as the contact for franchisees, local jurisdiction representatives, city staff, elected officials and the public.
9. Serves as the City's representative to the Regional Franchise Jurisdiction, consisting of Clark County, North Las Vegas, and Las Vegas, for the negotiation and coordination of franchise agreements.
10. Maintains files of ongoing auditing activities; compiles and enters data and statistics into computer systems; prepares and presents a variety of written reports for management as directed.
11. Provides consultation service to departments and staff for self-assessment and improvement, streamlining processes, and reengineering.

Marginal Functions:

1. Issues notices of violations and citations for violations of business license audit codes.
2. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Business Licensing Auditor (*continued*)

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.
Methods and techniques of municipal accounting.
Standard taxation and assessment systems.
Accounting theory and practice.
Generally accepted accounting principles and auditing standards.
Laws and regulations governing municipal taxation and finance.
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes and regulations.

Skills in:

Using a common sense business approach and logical audit techniques in conducting and overseeing audits.
Leading, organizing and reviewing the work of staff in the area of work assigned.
Independently performing the most difficult auditing and accounting duties.
Interpreting, explaining, and enforcing department policies and procedures.
Operating a variety of computer office equipment.
Understanding and using internal control procedures.
Analyzing, monitoring and auditing business sales records, accounts and other financial data.
Understanding and applying city regulations and ordinances in the assessment of license fees, taxes and other charges.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible accounting, finance or business administration experience.

Training:

Bachelor's degree from an accredited college with major in accounting, finance, business administration or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

CITY OF LAS VEGAS
Senior Business Licensing Auditor (*continued*)

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment; exposure to computer screens; work or inspect in confined spaces.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
Revised 9/8/11 (formerly Senior Auditor)
FLSA & City: nonexempt
CSB 9/28/11

ASSISTANT FIRE PROTECTION ENGINEER

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job. Descriptions are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assist in the interpretation and enforcement of fire protection requirements; to perform responsible professional plan review for conformance with all applicable building, fire and life safety codes; and to assist in developing and implementing policies and procedures related to the inspection of fire protection and life safety systems.

SUPERVISION RECEIVED

Receives general direction from the Fire Protection Engineer.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Conduct plan checks for various buildings, fire protection systems and fire alarm systems to ensure compliance with applicable fire codes and regulations.
2. Evaluate existing fire safety conditions and federal, state and local codes applicable to fire safety; recommend policy, procedure and ordinance revisions as necessary.
3. Implement procedural methods and practices for reviewing plans, conducting inspections and investigating incidents and related activities.
4. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
5. Perform efficiency tests and inspections of fire protection systems and equipment.
6. Perform inspections of various new construction projects; perform inspections of businesses prior to the issuance of business licenses; prepare a variety of reports as required.
7. Inspect various facilities including schools, hospitals, factories and commercial buildings to ensure adherence to fire safety standards.

CITY OF LAS VEGAS

Assistant Fire Protection Engineer (*continued*)

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire protection engineering.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Theories and applications of the fundamental principles of fire protection engineering.
Principles, practices and procedures of code development.
Standards and fire codes for model buildings.
Strategies for code enforcement.
Methods and practices of fire protection engineering.
Methods, principles and practices of fire fighting.
Principles and practices of installing building fire extinguishing and related fire and life safety systems.
Processes and inter-relationships of planning, land development and building plans checking.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.
Review designs of complex fire protection and life safety systems.
Determine equivalent levels of fire protection and life safety requirements for situations that do not fit normal code applications.
Check and evaluate engineering plans, designs, specifications and construction materials.
Evaluate the several types of fire suppression systems in large construction projects.
Abate code violations via application of code enforcement strategies.
Interpret model building fire codes and standards.
Properly interpret, and make decisions in accordance with applicable laws, regulations and policies.
Make technical and emergency decisions quickly and calmly.
Identify and resolve technical issues which could have negative political ramifications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in plans review, including one year in fire protection engineering work, is desirable.

CITY OF LAS VEGAS

Assistant Fire Protection Engineer (*continued*)

Training:

Bachelor's degree from an accredited college or university with a major in engineering, preferably in fire protection engineering. A combination of formal education and directly related work experience may substitute for the degree.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of International Fire Code certification within 6 months of the date of appointment, and maintenance thereafter.

Possession of Fire Plans Examiner certification issued by the International Code Council within 12 months of the date of appointment, and maintenance thereafter.

Possession of Building Plans Examiner certification issued by the International Code Council within 12 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments; exposure to dust and noise.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:
Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment;*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities;*

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting, standing and walking for extended periods of time; and*
- *Operating assigned equipment.*

ARB

REV 9/13/11

FLSA & City: nonexempt

CSB 9/28/11