

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

~~To perform~~ Performs a variety of routine clerical accounting duties including overseeing all money transactions, billing, reconciliations, accepting payments over the counter and through mail; ~~to~~ performs cashiering services and processes payments; ~~to respond~~ to customer complaints and inquiries; and ~~to perform~~ 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.

Ability to 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.

~~Maintain 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~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

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

~~Maintain mental capacity which allows for effective interaction and communication with others.~~

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 ~~may require: maintaining physical condition necessary for prolonged periods of time.~~

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.

NEWSEGAL

REVISED 7/7/11

City & FLSA: Nonexempt

CSB 9/8/93

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. To perform basic technical accounting activities; to maintain financial records and reports; and to perform a variety of entry level technical accounting duties relative to assigned area of responsibility.~~

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. ~~within the series including receiving and reviewing incoming source documents, entering data into computer accounting system, preparing billing memos for creation of accounts receivable; and posting and reconciling accounts. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.~~

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; review~~ing~~^{ing} for accuracy, completeness and proper authorization within established city policy and procedures.
- ~~2. Enter data into computerized accounting program.~~
- ~~3. Organizes, processes, and maintains payment documentation and vendor remittance data;~~
~~a-~~
- ~~4.2. Analyzes monthly vendor statements; and maintains frequent contact with vendors to ensure accounts are current; researches payment histories by reviewing vendor and customer detail.~~

CITY OF LAS VEGAS

Accounting Technician I (*continued*)

~~5.3. Analyze~~Researches ~~and resolves~~ 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. ~~that occur with vendor accounts.~~

Essential Functions:

~~6. Verify vendor data contained in daily, weekly, monthly, and year-end reports; reconcile and correct accounting transactions to ensure accuracy.~~

~~7.4. Researches~~ and ~~resolves~~ issues brought forth by vendors, customers, and city staff~~employees~~ regarding ~~non-payments,~~ incorrect or misrouted payments.

~~7.5. Prepares and provides verbal and written information to vendors and employees regarding reported discrepancies in invoice amounts and the status of payments., stop payments, returned checks and overpayments.~~

~~8.6. 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. Enter updated information into the database and maintain accurate financial records; ~~p~~Compiles and prepares ~~repare~~ memorandums and reports from multiple financial systems and databases; submits request to release checks, when applicable.

10. Prepares automatic payments of recurring monthly charges.

~~10. Compile and prepare billing memorandums from various receivable billing to outside agencies; ensure accuracy of data for billing purposes.~~

~~11. Assist departments in the proper classification of revenues and expenditures; assist employees in understanding programs and changes.~~

~~12. Assists~~ with the development of computer generated reports and information; ~~tests~~ the accuracy of the information generated; ~~refers~~ problems to supervisor or designee.

11.

~~13. Provide technical assistance to city staff in matters related to financial processes and procedures.~~

~~—Classifies expenditures and revenue; research transactions to resolve problems.~~

CITY OF LAS VEGAS

Accounting Technician I (*continued*)

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.

~~14.~~

Marginal Functions:

~~1. Perform a variety of general clerical duties including typing, maintaining files and records, processing the mail, and requisitioning supplies. 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.

Skills in:

Ability to:

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.

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

~~Walking, standing, or sitting for extended periods of time; and~~

~~Operating assigned equipment.~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

~~Making observations;~~

~~Communicating with others;~~

~~Reading and writing; and~~

~~Operating assigned equipment~~

~~Maintain mental capacity which allows the capability of:~~

~~Making sound decisions;~~

~~Effective interaction and communication with others; and~~

~~Demonstrating intellectual capabilities.~~

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 may require maintaining physical condition necessary for sitting for prolonged periods of time. 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.~~

CITY OF LAS VEGAS

Accounting Technician I (*continued*)

FLSA: exempt; City: nonexempt

~~CSB 4/11/2007~~

~~Segal 07/15/10~~

~~ARB 9/3/10~~

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. To perform technical accounting activities in assigned area of responsibility; to perform a variety of journey level accounting duties involving the reporting of financial transactions and maintenance of financial records for city operations, programs, and services.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Accounting Technician series. Employees within this class are distinguished from the Accounting Technician I by the performance of the full range of duties as assigned including reconciling general ledger accounts, processing accounts payable and accounts receivable.—This class is distinguished from the Accounting Technician I by the performance of the full range of duties, by 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.
- 1.2. Enters data into computerized accounting program; inputs and retrieves information from multiple subsystems and databases.
- 1.3. Performs technical accounting activities involving the reconciling and auditing of assigned area, general ledger or subsystem deposits and accounts; prepares monthly 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.

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

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.

3.5. 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; p. repares and processes claim refunds.

Essential Functions:

6. Processes and reconcilesexamine travel expenses; audits submitted reimbursement documents for proper authorization based on established city policy and federal regulations.~~examine submitted reimbursement documents to determine whether reimbursement is authorized based on established city policy and IRS regulations; monitor and communicate changes in IRS regulations to ensure compliance; update forms and policies based on IRS regulation changes.~~

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.

5.9. 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.

6. ~~Serve as a financial resource to various city departments; provide information regarding a variety of accounts, revenues, and expenditures.~~

7.11. Responds to and resolves inquires and problems for city staff, city lobbyists, banks and the public; resolves complaints in an efficient and timely manner. Provide technical assistance to various city staff in matters related to financial accounting; assist departments in the proper classification of revenues and expenditures.

7. —

8. ~~Prepare monthly reports related to room and gaming tax; calculate and prepare remittance documents for management's approval.~~

9. ~~Import transactions from various systems daily for check processing.~~

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

~~10. Process Electronic Funds Transfers (EFT), troubleshoot issues, make necessary corrections and resubmit to financial institution for verification.~~

~~11.12. Serve as administrative point of contact for city lobbyists for the expense reimbursement process, track all Monitors legislative regulations ve-related to payments and reimbursements; assists in updating forms and policies based on legislative changes and prepare and submit report to the State of Nevada in accordance with applicable Nevada Revised Statute (NRS).~~

~~12. Compile data, review and prepare audit schedules for external audit.~~

When assigned to Municipal Court:

1. ~~Analyze revenues and expenditures;~~ 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. Serve as an administrative resource to various city departments, banks, and public; research and resolve problems; maintain files containing debit and credit card transactions.~~

~~5.4.~~ Organizes and sustains document storage of daily transactions and reports.

~~6.5.~~ Prepares bi-weekly spreadsheet for contract instructors, ~~and~~ interpreters, ~~and alternate judges~~; submits to accounts payable for processing.

~~7.6.~~ May ~~installs~~ and maintains the programming of credit/debit card terminals; records and maintains inventory log of equipment, as necessary.

~~8.7.~~ Verifies ~~May provide assistance to the court's~~ Bail Refunds Unit, for accuracy before payment processing.

~~9.8.~~ Maintains court asset and equipment lists and ensures that they are accurate and coded correctly.

Marginal Functions:

1. ~~Perform a variety of general clerical duties including typing, maintaining files and records, and processing the mail.~~ 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.

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

3. Researches information about the sender of returned mail.

2.4. Completes or participates in a variety of special projects as assigned.

3.5. 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: Ability to:

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.

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

~~Walking, standing, or sitting for extended periods of time; and~~

~~Operating assigned equipment.~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

~~Making observations;~~

~~Communicating with others;~~

~~Reading and writing; and~~

~~Operating assigned equipment~~

Ability to:

~~Maintain mental capacity which allows the capability of:~~

~~Making sound decisions;~~

~~Effective interaction and communication with others; and~~

~~Demonstrating intellectual capabilities.~~

Experience and Training Requirements

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

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 ~~may~~ require:
~~maintaining physical condition necessary for sitting for prolonged periods of time and the use of fingers.~~

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.

SMMSEGAL

Revised 10/02/2006 7/7/11

FLSA: nonexempt; City: nonexempt

CSB 4/11/2007

Segal 07/16/10

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; preparation of audit reports and completion of 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 Senior Auditor 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; Conduct business license, room taxes, internal and special audits; 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*)

~~2. Assists in developing internal controls over cash and revenue processing.~~

~~8. Reconciles daily mail receipts, counter receipts and cash register totals; compiles records and statistics and prepares written reports.~~

9.4. Reviews and audits a variety of financial statements and documentation, including ledgers, schedules, tax returns, prior audits and gross sale figures; ~~schedule external audits.~~

10.5. Assesses fees and taxes based on the type of business, sales volume and other factors as prescribed by state and local laws and regulations.

~~11. Develops audit programs, evaluates audit trails, and develops accurate data and accountability.~~

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.

118. May issue correction or violation notices for violations of business license audit codes or regulations.

~~7.~~ **9.** Assists other work units in revising or correcting financial records or data.

~~7.~~ Evaluate and recommend alterations to forms and processing of other work units.

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations. Respond to public inquiries in a courteous manner and provide information within the area of assignment.

~~8.~~ 2. Performs a variety of general accounting duties.

~~9.~~ 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.

CITY OF LAS VEGAS

Business Licensing Auditor (continued)

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.

Ability to: 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.

Ability to:

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

~~Walking, standing or sitting for extended periods of time~~

~~Operating computerized equipment.~~

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.*

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.*

~~Essential and marginal functions may require maintaining physical condition necessary for moderate lifting; bending, stooping, standing for prolonged periods of time; sitting for prolonged periods of time; operating motorized vehicles.~~

SEGAL

Approved 8/11/93 Rev 4/4/11 (formerly Auditor)

FLSA & City: nonexempt

Segal 07/13/2010

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

~~To initiate~~ the processing of business license applications; ~~to process~~ business license applications, including assessing taxes and fees; ~~to provide~~ walk-in and telephone customer service to business customers; and ~~to perform~~ 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 child-care 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.

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

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

Essential Functions:

1. ~~Accept and initiate the processing of~~ Reviews and processes applications for general, child care-regulated, and privileged business licenses and renewals; reviews customer supporting documentation; and ~~including guiding business owners through the application process;~~ 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; ~~provide~~ licensing information to license holders and applicants; 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 child care 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 ~~Create~~ 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.
- ~~7.8.~~ Determines correct licensing fees based on owner's declaration and internal fee schedules; process fee payments. ~~Correspond with business license holders primarily by letter, and also by phone, to initiate the process of collecting fees, including those paid with returned checks; correspond with business owners to collect on returned checks; ensure that license holders are notified by mail of any change in regulations with which they must comply.~~
- ~~8.~~ Determine correct license fees based on owner's declaration.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

License Technician I

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

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.

Ability to: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.

Maintain effective audio-visual discrimination and perception needed for:

-----*Making observations;*

-----*Communicating with others;*

-----*Reading and writing; and*

-----*Operating assigned equipment.*

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

Ability to:

~~Maintain mental capacity which allows the capability of:~~

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

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

- ~~.....*Sitting for extended periods of time; and*~~
- ~~.....*Operating assigned equipment.*~~

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, ~~child-care-regulated~~ and privileged business licensing.
- Basic collection techniques and procedures.
- Accounting procedures and practices.

Ability to: Skills in:

- Interpreting, applying and explaining applicable laws, codes, regulations, policies and procedures governing general, ~~child-care-regulated~~ and privileged business licensing.
- Responding appropriately to potentially confrontational situation.
- Communicate 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.

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

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.*

~~Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time.~~

ARBSEGAL

REV 4/20/066/9/11

FLSA & City: nonexempt

CSB 6/14/06

Segal 07/13/2010

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**. ~~To obtain and review information and determine eligibility for pre-trial release from custody and supervision of persons charged with or convicted of misdemeanor offenses within the geographic limits of the City; and to perform a variety of technical and professional tasks relative to the Pre-Trial Services Program.~~ **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. ~~This class is distinguished from the Senior Pre-Trial Services Officer by the performance of the full range of duties as assigned, while the Senior Pre-Trial Services Officer is the lead classification.~~ Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the **applicable** operating procedures and policies ~~of the work unit.~~

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.

~~May provide functional and technical oversight to clerical staff and volunteers.~~

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. ~~Interview persons charged with misdemeanor offenses to ascertain residency, employment, telephone~~

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

~~contacts, previous arrest record and behavioral characteristics; verify responses and references.~~

~~2.1. Evaluate criminal history of persons booked into City jail and information gathered from interview against established guidelines to determine if defendants meet specified guidelines to be released from custody on their own recognizance or must be held for court, to determine bail amount and to include possible 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.

— Essential Functions:

~~3. Identify defendants with possible mental health or substance abuse disorders or suicidal tendencies and inform medical staff or mental health professionals; may provide referrals to appropriate social services agencies; schedule defendant for psychiatric evaluation if appropriate; assist other parties involved with the defendant, such as the victim or the defendant's family, calm them, inform them of the process and help them decide how to proceed.~~

~~4. Schedules court dates; prepares and submits statistics and written and oral reports to the court and prepare court documents; recommends special conditions of release if appropriate; process and sign prepares and authorizes court release forms 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; assist judges, court staff and other personnel in locating records and information concerning an incarcerated individual or a newly arrested defendant; resolves complaints and issues in an efficient and timely manner.~~

7. Verifies warrants; ensures warrant confirmation requests are processed within the predetermined time frame.

~~7. Verify documents for accuracy and compliance with applicable standards and specifications.~~

8. Determines appropriate schedules for follow-up and performs follow-up contacts to defendants and offenders, including telephone calls and mailed notifications; ensures that individual is adhering to conditions of release and/or surrender requirements; notifies judge of noncompliance.

~~9.~~

~~9. Document decisions made and maintain various automated and manual records of all persons released from Municipal Court under the supervision of the Pre-Trial Services Unit.~~

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

~~10. Monitor the Weekender Program for offenders serving jail time on weekends.~~

~~11. Provide written and verbal reports and statistics to the Court periodically and on request.~~
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.

~~13.9. _____~~

~~14.10. Communicates~~ with other law enforcement and related agencies to share and obtain information ~~regarding defendants.~~

Marginal Functions:

1. Coordinates the transportation of defendants between court and local jails.
2. ~~May be required to~~ Notarizes documents 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.

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:

Ability to:

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 e-and recognizing ing e-indications of mental health problems and substance abuse.

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

- | 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.
- | ~~Interviewing and obtaining information from defendants and family members.~~
- | 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.

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

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

~~Maintain mental capacity which allows the capability of:~~

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

~~Maintain effective audio-visual discrimination and perception needed for:~~

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

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:

| ~~Equivalent to a~~ 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.

License or Certificate

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

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

~~Possession of a valid notary public certification within six months of the date of appointment, and maintenance thereafter.~~

Special Requirements

The Pre-Trial Services unit operates ~~24~~19.5 hours, seven days per week. Assigned work schedule may change and may be for any shift and any day of the week.

~~Must attend training and pass test required by FBI National Crime Information Center within six months of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.~~

WORKING CONDITIONS

Environmental Conditions:

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

Hazards: ~~;~~eExposure to noise and computer screens; exposure to potentially hostile _____ environments and individuals;~~;~~potential exposure to individuals with a variety of diseases and illnesses.

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for medium lifting, standing and sitting for prolonged periods of time.~~

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.

ARBSEGAL

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

| REV ~~9/10/01 (formerly Court Intake Officer)~~9/13/11
FLSA and City: nonexempt

| ~~CSB 2/13/02~~
~~Segal~~07/12/10

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

~~To establish sewer billing accounts; to provide walk-in and telephone customer service to business customers; and to perform a variety of tasks relative to assigned area of responsibility.~~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. Accept and initiate the p~~Processesing~~ of applications for the creation of sewer billing accounts; determines whether on-site inspections are warranted and forwards those applications to a Sanitation Inspector.
1. Cereates sewer account records in the computer system; enters and updates customer information and adjusts billing information as needed.
- 2.3. Interpret and explain city sewer ordinances and regulations, either in person or on the telephone; respond to questions and resolve problems; if further customer assistance is required, take comprehensive notes on complaint and forward to a Sanitation Inspector for investigation; adjust sewer charges due within authorized limit; make necessary rate adjustments on commercial accounts resulting from Sanitation Inspectors' field work.
- 3.4. Performs a variety of sewer bill processing and public relations duties, including notarizing business-related documents, composing routine written correspondence to customers and other departments and agencies, maintaining inventory of blank forms and applications, and preparing required reports on activities and maintaining files.

CITY OF LAS VEGAS

Sanitation Billing Technician (*continued*)

- ~~4.5. Maintain sewer service records, especially to account for properties not being billed. 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 ~~determines~~ assess fees based on general business license ~~applications~~ category.
7. Collects and processes payments on behalf of the city; researches payment discrepancies.
5. Reviews billing reports; verifies that payments are posted correctly; informs customer and appropriate city staff of any delinquent accounts;
6. —
- ~~13. Research returned mail for current addresses; search records and inquire from customer to establish correct mailing address for problem accounts.~~
8. Research returned mail for current addresses or change of ownership; search records and inquire customer to establish correct mailing address.
- ~~14.9. D~~etermines~~Evaluate customer properties- accounts~~ that ~~require-are scheduled to~~ liens for due to non-payment of sewer fees; prepare and notarize the required documentation to be recorded by Clark County. ~~sign as an agent of the city and send to the Clark County Recorder.~~
- ~~15.10. In bankruptcy cases, split sewer amounts owed into two accounts separated by bankruptcy date. 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.
- ~~1.2.~~ 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: Ability to:

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

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 ~~general public~~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.
~~Maintain effective audio-visual discrimination and perception needed for:~~
~~———— Making observations~~
~~———— Communicating with others~~
~~———— Reading and writing~~
~~———— Operating assigned equipment.~~
~~Maintain mental capacity which allows the capability of:~~
~~———— Making sound decisions~~
~~———— Demonstrating intellectual capabilities.~~

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 ~~maintenance~~maintain thereafter.

WORKING CONDITIONS

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

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.*

~~Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time.~~

~~ARBSEGAL~~

~~NEW 10/17/97 REVISED 7/11/11~~

~~FLSA & City: nonexempt~~

~~CSB 10/17/97~~

~~Segal 07/23/10~~

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

~~To lead, oversee and participate in the more complex and difficult work of staff responsible for various accounting programs within the city; and to perform a variety of technical tasks relative to assigned areas of responsibility.~~ 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 ~~including overseeing, monitoring and maintaining various accounting systems, coordinating large projects and ensuring that procedures are adhered to in an accurate and consistent manner.~~ 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.

~~Exercises functional and technical supervision over lower level 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 ~~the assigned city~~ departments.
2. Plans, directs, and participates in technical accounting activities including entering

~~data entry~~, reviewing of records, researching and analyzing problems and maintaining the chain of custody for records, ~~and responding to inquiries or complaints.~~

3. ~~Train assigned employees in receipt processing including required documentation, updated procedures, methods, techniques, and the set up and use of computer programs.~~ 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.

4. ~~Review and verify the work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.~~

5. Essential Functions:

5.4. Maintains and reconciles a variety of accounts and general ledgers; ~~analyze revenues and expenditures; examines and correct accounting transactions to ensure accuracy; determine and prepare appropriate journal entries based on analysis.~~

5. Reviews, audits and prepares daily deposit of revenues; maintains and updates daily tracking system monitoring deposits; ~~count cash, run reports, prepare forms and spreadsheets, and categorize revenue and expenditures~~ reviews and reports any discrepancies; compiles statistical reports. ; p

~~rovide assistance to bank regarding coding of deposits; review bank statements for mispostings; verify bank postings to general ledger.~~

7.6. Assists with recommending and implementing the division policies and procedures; prepares performance statistics and reports.

7. Maintain and update daily tracking system monitoring deposits to identify early fraud detection; evaluate audit trails and develop internal controls over cash and revenue processing; compile statistical reports.

8.7. Performs audits of city departments that handle cash to ensure that departments comply with city policies; ~~reports any discrepancies to management. Conduct cash audits to verify that appropriate cash handling procedures have been followed in compliance with city policies; prepare and present results to management.~~

Serves as liaison ~~to~~with city departments, banks and outside agencies ~~to coordinate the setup of depository sites; ; monitor banking needs of existing depository sites and recommend modifications as needed.~~

11.8. responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

12. Perform accounting activities; maintain a variety of accounts and general ledgers; prepare monthly financial and special reports relating to the status of assigned accounts.

12.

13. Analyze revenues and expenditures; recommend amendments to the budget as appropriate.

14.9. 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. cash flow and expenditure projections; provide personnel costs from salary projections.

15.10. Prepares statistical, financial and special reports for various city departments; prepare statistical financial reports; enters updated accounting information into the database and maintain accurate financial records; prepare financial reports from data files.

16. Coordinate the collection and refinement of various budgets; enter data and produce various budget related forecasts and reports.

16. Serve as a financial resource to the City Council, city departments, and employees; provide information relative to assigned area of responsibility.

18.11. Leads the development of computer generated reports and information; using accounting software packages, 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.

1. Provide technical information and instruction regarding applicable procedures and methods to various city staff; answer questions and resolve problems or complaints.

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. Perform a variety of general clerical duties including typing, maintaining files and records, processing mail and ordering supplies. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.

2. —

3. Provide assistance to city departments and outside consultants regarding debt related documents.

4.5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a computerized financial management or payroll program.

Principles and techniques of lead supervision and training.

Methods and techniques of governmental bookkeeping, accounting and payroll.

Operational characteristics of computers and peripheral equipment computers, peripheral equipment, and common office software.

Principles and practices of fiscal record keeping and reporting.

Advanced clerical accounting methods and techniques.

Principles and procedures related to accounts payable and receivable.
Advanced principles of arithmetic.
Modern office methods, procedures and computer equipment.

Skills in: Ability to:

Interpreting, explaining, and enforcing department and city policies and procedures.
Operating a variety of computerized equipment and software programs.
Working independently without constant 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.

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

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

~~Maintain effective audio-visual discrimination and perception needed for:~~

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

~~Maintain mental capacity which allows the capability of:~~

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

Experience and Training Guidelines

Experience:

Three years of increasingly responsible technical accounting experience in the maintenance of financial and related statistical records or payroll systems, preferably in a government agency.

Training:

Equivalent to graduation from high school, supplemented by college level course work in accounting.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. 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.

SMMSEGAL

Revised 10/23/067/7/11

FLSA & City: Non-exempt

~~CSB-4/11/2007~~

Segal 07/23/10

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

~~To~~ Leads, oversees and participates in the more complex and difficult audit work, ~~including of staff responsible for~~ 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 ~~to~~ 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 ~~to classes within this series, and including leading, planning, training and reviewing the work of staff responsible for enforcing city business license and room tax ordinances, verifying the work of assigned employees for accuracy, proper work methods and techniques, compliance with applicable standards and specifications, coordinating audits and investigations with attorneys, accountants, officials and other internal or external work units.~~ Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~the Business Services Supervisor or other~~ 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. ~~Exercises functional and technical supervision over lower level technical staff.~~

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

Essential Functions:

Leads, plans, trains, ~~and~~ 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.

1. the work of staff responsible for enforcing city business license and room tax ordinances.

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.

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.

~~2. Plans, directs and participates in conducting audits of business income and volume.~~

~~3. 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.~~

~~4. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.~~

~~5. Conduct audits of business income and volume.~~

2.5. Reviews and audits a variety of financial statements and documentation, including ledgers, schedules, tax returns, prior audits and gross sale figures. Collect and calculate audit and room tax payments; review schedule of ledgers, tax returns, prior audits and gross sale figures; reconcile daily mail receipts, counter receipts and cash register totals.

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.

4.10. 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.

4.11. Provides consultation service to departments and staff for self-assessment and improvement, streamlining processes, and reengineering. Compile records and statistics and prepare reports.

Marginal Functions:

~~1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.~~

~~1.1. Issues notices of violations and citations for violations of business license audit codes.~~

~~2.2. Performs related duties and responsibilities as required.~~

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.

Ability to: 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.

Ability to: *-(continued)*

~~Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~

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

~~————— Walking, standing or sitting for extended periods of time~~

~~————— Operating assigned equipment.~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

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

Experience and Training Requirements

Experience:

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

Training:

~~Equivalent to a~~ 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.

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*~~

ASSISTANT FIRE PROTECTION ENGINEER

*~~Class specifications–Job descriptions~~ are intended to present a descriptive list of the range of duties performed by employees in the ~~class job~~. ~~Specifications–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 plans 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.

~~Maintain effective audio-visual discrimination and perception needed for:~~

~~===== Making observations;~~
~~===== Communicating with others;~~
~~===== Reading and writing; and~~
~~===== Operating assigned equipment.~~

~~Maintain mental capacity which allows the capability of:~~

~~===== Making sound decisions;~~
~~===== Effective interaction and communication with others; and~~
~~===== Demonstrating intellectual capabilities.~~

CITY OF LAS VEGAS

Assistant Fire Protection Engineer (*continued*)

~~Maintain 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.~~

Experience and Training Requirements

Experience:

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

Training:

~~Equivalent to a b~~Bachelors 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 Uniform International Fire Code certification within 186 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 1812 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 ~~may~~ require maintaining physical condition necessary for: ~~sitting, climbing, stooping, light lifting, walking, reaching and standing for prolonged periods of time.~~

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

Assistant Fire Protection Engineer (*continued*)

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 ~~6/11/08~~ 9/13/11 (minor revisions to License section)

FLSA & City: nonexempt

CSB 3/9/05