

City of Las Vegas

**BOARD OF CIVIL SERVICE TRUSTEES
CITY HALL, 495 S. MAIN STREET
CITY CLERK'S 2ND FLOOR CONFERENCE ROOM
CITY OF LAS VEGAS INTERNET ADDRESS: www.lasvegasnevada.gov**

AGENDA SEPTEMBER 23, 2015 4:30 PM

ITEMS LISTED ON THE AGENDA MAY BE TAKEN OUT OF THE ORDER PRESENTED; TWO OR MORE AGENDA ITEMS FOR CONSIDERATION MAY BE COMBINED; AND ANY ITEM ON THE AGENDA MAY BE REMOVED OR RELATED DISCUSSION MAY BE DELAYED AT ANY TIME. BACKUP MATERIAL FOR THIS AGENDA MAY BE OBTAINED FROM LUANN D. HOLMES, CITY CLERK, AT THE CITY CLERK'S OFFICE AT 495 SOUTH MAIN STREET, 2ND FLOOR OR ON THE CITY'S WEBPAGE AT www.lasvegasnevada.gov.

1. CALL TO ORDER
2. ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW
3. PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS ON THE AGENDA FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED
4. For possible action to approve the Final Minutes by reference of the Regular Meeting of September 9, 2015
5. Discussion for possible action to certify Eligible Lists for Business Licensing Auditor (open); Business Specialist (open); Communications Specialist (open); Maintenance Mechanic (open); Senior License Officer (promotional); Senior Production Technician (open); Senior Systems Analyst (open)
6. Discussion for possible action to certify Classification Specifications for Deputy City Clerk
7. CITIZENS PARTICIPATION: PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED
8. ADJOURNMENT

Facilities are provided throughout City Hall for the convenience of disabled persons. Reasonable efforts will be made to assist and accommodate physically handicapped persons. If you need an accommodation to attend and participate in this meeting, please call the City Clerk's office at 702-229-6311 and advise of your need at least 48 hours in advance of the meeting. Dial 7-1-1 for Relay Nevada.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

City Hall, 495 South Main Street, 1st Floor
Clark County Government Center, 500 South Grand Central Parkway
Grant Sawyer Building, 555 East Washington Avenue
City of Las Vegas Development Services Center, 333 North Rancho Drive

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 23, 2015

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 5. ELIGIBLE LISTS TO BE CERTIFIED

BOARD ACTION: Vote to Certify or Not Certify
(May be taken as a group)

TOTAL ELIGIBLE LISTS PRESENTED: 7

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Business Licensing Auditor – Open	59	39	20
2. Business Specialist – Open	200	117	77
3. Communications Specialist – Open	216	54	43
4. Maintenance Mechanic – Open	72	29	28
5. Sr. License Officer – Promotional	10	6	4
6. Sr. Production Technician – Open	17	10	4
7. Sr. Systems Analyst – Open	17	13	7

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Licensing Auditor
Examination

8/25/15
Examination Date

1500297VO
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	39	GROUP 1	4
REJECTED	20	GROUP 2	16
TOTAL RECEIVED	59	TOTAL ON LIST	20

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				20
FAILED				19
TOTAL TESTED				39
DID NOT APPEAR				0
WITHDREW				0

BUSINESS LICENSING AUDITOR (OPEN) 9/23/15

Candidate Name	Group
Alipon, Anne Clarice	1
Haro, Viviana	1
Newell, Shelley	1
Nichols, Mark	1
Acquavella, Gary	2
Burns, Tabitha	2
Flaherty, Phillip	2
Herenick, Michael	2
Hillman, Christa	2
Keefe, Marie	2
Khal, Zak	2
Lindley, Tim	2
Martin, Karen	2
Martinez, Cathy	2
Papaeliou, Dawn	2
Rennels, Dwayne	2
Richards, Mark	2
Rivera, April	2
Ware, Candis	2
Wines, David	2

Total Record Count: 20

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Specialist
Examination

September 9, 2015
Examination Date

1500443RPV/1500453RVO
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	117	GROUP 1	22
REJECTED	83	GROUP 2	55
TOTAL RECEIVED	200	TOTAL ON LIST	77

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				77
FAILED				40
TOTAL TESTED				117
DID NOT APPEAR				0
WITHDREW				0

BUSINESS SPECIALIST (OPEN) 9/23/15

Candidate Name	Group
Beasley, Jennifer	1
Breitweiser, Ryan	1
Bridges, Christine	1
Cochrane, Kim	1
Cooper, Shawna	1
Counts, Tammy	1
Cox, Kristina	1
Ellis, Kristy	1
Lancaster, Matthew	1
Lell-Chavez, Kathryn	1
LIMON, KARLA	1
MARTIN, LORI	1
Mikos, Alyson	1
Pabst, Halley	1
Rodriguez, Leisa	1
Silva, Christina	1
Simmons, Michelle-Shellie	1
Stiles, Nancy	1
Vance, Heather	1
Wallace, Bryan	1
Webb, Eurydice	1
Wilkinson, Gail	1
Aguiar Machado, Laura	2
Ahumada, Anastasia	2
BarzoniCovington, Rustye	2
Bergeson, Morgan	2
Blissett, Kennetra	2
Burton, Angela	2

Choate, Terri	2
Church, Leslie	2
Crook, Benita	2
D'Amato, Louis	2
<hr/>	
Day, Russell	2
DIETZEL, WENDY	2
Dizon, Tipruthai	2
Ealy, Tasha	2
Eguchi, Shandon	2
ELDER, RENE	2
Fisher, Debra	2
Ford, Bernneta	2
Garcia, Alejandro	2
Grill, Becky	2
Haeckquevisst, Eric	2
Hess, Bradley	2
Holmes, Kirk	2
Houston, Clifford	2
Keller, Erin	2
Kelsch, Ryan	2
Kennedy-Larsen, Kristen	2
Kenney, Debra	2
KRAFT, MARCO	2
Lanier, Dionne	2
Lawrence, Michael	2
Leopard, Paul	2
Lopez, Silvana	2
McCartney, Kelly	2
McDowell, Joshlynn	2
Miller, Brett	2
Miller, Stacey	2
Mims, Sherae	2

Moore, Naomi	2
Muth, Linda	2
Obodai, Alberta	2
Pauli, Jessica	2
<hr/>	
Pursell, Amy	2
Ramson, Melissa	2
Roberts, Traci	2
Roon, Heather	2
Ross, Christine	2
Snipes, Ashley	2
Solich, Amy	2
Souza, Andrea	2
TELLEZ, ERIN	2
Waters, Gina	2
Watson, Rhonda	2
Wiggins, Dionne	2
Williams, Raquel	2

Total Record Count: 77

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Specialist
Examination

Sept. 9 & 10, 2015
Examination Date

1500393RVO
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	78	GROUP 1	14
REJECTED	138	GROUP 2	19
TOTAL RECEIVED	216	GROUP 3	10
		TOTAL ON LIST	43

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			43	
FAILED			11	
TOTAL TESTED			54	
DID NOT APPEAR			22	
WITHDREW			2	

COMMUNICATIONS SPECIALIST (OPEN) 9/23/15

Candidate Name	Group
Albano, Jordyn	1
Benavides, Michael	1
Clickner, Randy	1
Fonseca, Joshua	1
Grogan, Matthew	1
Haner, Steven	1
Hutchings, Gregory	1
Johnson, Michelle	1
Jones, Kevin	1
Ormsby, Rebecca	1
Sepulveda, Angel	1
Shumate, LaCretia	1
WHITERS, SHANELL	1
Woolsey, Kimberly	1
Burns, Carolyn	2
Carnero, Victor	2
Estes, Brandi	2
Foster, Mone	2
FOWLER, STEFANI	2
FOX, JORDAN	2
Futter, Amanda	2
Glicken, Brian	2
Godfroy, Chad	2
Holmes, Aubrey	2
HOPGOOD, NICOLE	2

Kiessling, Malia	2
Larson, Daryn	2
Marty, Diane	2
Parratore, Michael	2
<hr/>	
Pienik, Amanda	2
Runnoe, Brandi	2
Smith, Kelli	2
Torrence, Erin	2
Acosta, Pauline	3
Blair, Onika	3
BURKE, JAMIE	3
Campbell, Tijuana	3
Evans, Shawnee	3
Harper, Shauna	3
Landers, Tanya	3
Lopez-Navarrete, Rocio	3
Proby-Luna, Rajahn	3
Woolfolk, Tamara	3

Total Record Count: 43

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Mechanic
Examination

9/1/15
Examination Date

1500280RVO
Requisition Number

Open
Open/Promotional

NAME	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	48	GROUP 1	18
REJECTED	24	GROUP 2	10
TOTAL RECEIVED	72	TOTAL ON LIST	28

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	28			
FAILED	1			
TOTAL TESTED	29			
DID NOT APPEAR	19			
WITHDREW	0			

MAINTENANCE MECHANIC (OPEN) 9/23/15

Candidate Name	Group
DECASTRO, ENRICO	1
Evans, Timothy	1
Firth, Michael	1
Gentry, Thomas	1
Griffin, Steven	1
Holmes, Timothy	1
Johnson, Brandon	1
Langeliers, Kristopher	1
Mahoe, John	1
McElhaney, Michael	1
Meads, Patrick	1
Moyer, James	1
Smith, Jeff	1
spear, Ron	1
Stills, John	1
Szerenyi, David	1
Villanueva, Manuel	1
Wayman, Jason	1
Barroga, Glenn	2
Braunstein, Christopher	2
bueno, andre	2
HENRY, FYRD	2
kieger, jeff	2
Murillo, Johnny	2
PACHECO, MARIO	2
SANCHEZ, WAYNE	2
Sierra, Tyler	2
Williams, Bobby	2

Total Record Count: 28

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr. License Officer
Examination

8/28/15
Examination Date

1500094RVP
Requisition Number

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	6	GROUP 1	2
REJECTED	4	GROUP 2	2
TOTAL RECEIVED	10	TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				4
FAILED				2
TOTAL TESTED				6
DID NOT APPEAR				0
WITHDREW				0

SR. LICENSE OFFICER (PROMOTIONAL) 9/23/15

Candidate Name	Group
Black, Ryan	1
Webb, Latania	1
Eddowes, Nicole	2
Oatley, Lisa	2

Total Record Count: 4

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr. Production Technician
Examination

8/26 & 27, 2015
Examination Date

1500253
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	10	GROUP 1	2
REJECTED	7	GROUP 2	2
TOTAL RECEIVED	17	TOTAL ON LIST	4

TESTS

	<u>WRITTEN/ PERFORM</u>	<u>ORAL</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	75%		25%
PASSED	4		10
FAILED	3		7
TOTAL TESTED	7		17
DID NOT APPEAR	0		0
WITHDREW	3		0

SR. PRODUCTION TECHNICIAN (OPEN) 9/23/15

Candidate Name	Group
----------------	-------

Hedden II, Robert	1
-------------------	---

Parr, Dylan	1
-------------	---

Graves, Nancy	2
---------------	---

Hale, Russell	2
---------------	---

Total Record Count: 4

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Systems Analyst
Examination

September 3, 2015
Examination Date

1500251RVO
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	14	GROUP 1	0
REJECTED	3	GROUP 2	7
TOTAL RECEIVED	17	TOTAL ON LIST	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				7
FAILED				6
TOTAL TESTED				13
DID NOT APPEAR				0
WITHDREW				1

SR. SYSTEMS ANALYST (OPEN) 9/23/15

Candidate Name	Group
BRADLEY, LINDA	2
CHIANESE, RICK	2
De La Paz, John	2
JENSEN, CHRISTOPHER	2
Lane, Michael	2
Lupiani, Jason	2
Matta, Rolando	2

Total Record Count: 7

DEPUTY CITY 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

Provides support for the city council. Attends various official meetings under the purview of the City Clerk's office and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Deputy City Clerk series. 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 immediate supervision from the Chief Deputy City Clerk and higher level 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. Responds to inquiries from the public, city staff and other governmental agencies in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Attends and provides support for city meetings as assigned.
3. Records, proofreads, edits and finalizes meeting minutes.
4. Processes and verifies backup documentation submitted for meetings consistent with statutory compliance.
5. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards and Final Action notices.
6. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code; coordinates with local newspaper to ensure deadlines are met.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

Essential Functions:

7. Prepares monthly reports.
8. Occasionally attends off-site and regular meetings during other than normal business hours.
9. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

Marginal Functions:

1. Administers oaths of office, notarizes documents, processes passport services and collects fees.
2. Receives all contract bids, stamps in, maintains log and delivers bids to the Purchasing and Contracts Division.
3. Acts as liaison between the Clerk's Office and all departments regarding legal documents and agenda items.
4. Assists the public with requests for research of the Clerk's records.
5. Assists with city elections as required.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of taking and transcribing minutes.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Principles of numerical and alphabetical filing systems.
Principles of business letter writing and basic report preparation.
Principles and techniques of taking and preparing minutes for official government meetings.
Pertinent local and state laws, codes and regulations including municipal election laws and procedures, procurement laws and procedures and the Nevada open meeting and financial disclosure laws.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

Skills in:

~~Learning about city ordinances and applicable municipal codes.~~
~~Learning to understand the organization and operation of the city, the Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.~~

Compiling and maintaining records.

Typing at a speed necessary for successful job performance.

~~Learning specialized software for assigned responsibilities.~~

~~Understanding and following oral and written instructions.~~

~~Maintaining confidentiality of information.~~

~~Communicating clearly and concisely, both orally and in writing.~~

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

~~Working independently in the absence of supervision.~~

~~Planning and organizing work to meet scheduled deadlines.~~

~~Complying with all posting and publication guidelines of the Nevada open meeting law.~~

Ability to:

Learn about city ordinances and applicable municipal codes.

Learn to understand the organization and operation of the city, the Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.

Learn specialized software for assigned responsibilities.

Understand and follow oral and written instructions.

Maintain confidentiality of information.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work independently in the absence of supervision.

Plan and organize work to meet scheduled deadlines.

Comply with all posting and publication guidelines of the Nevada open meeting law.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

Technical and Safety Expertise - Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Two years of responsible secretarial or clerical experience.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type ~~70~~60 net words per minute as demonstrated by a test certificate dated no more than one year prior to the date of application.

Must attend Security Awareness training required by the FBI National Crime Information Center within 30 days of the date of appointment.

Possession of an appropriate, valid passport agent certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of an appropriate, valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; work at a centralized public counter.

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;*

CITY OF LAS VEGAS
Deputy City Clerk (continued)

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

SB

| REV ~~10/23/14 (added competencies)~~8/26/15

FLSA & City: nonexempt

| ~~CSB 10/8/14 (blanket approval)~~

Alison Packard

From: Sue Brown
Sent: Tuesday, September 08, 2015 1:23 PM
To: Alison Packard
Subject: FW: 9/23/15 CSB - Deputy City Clerk

Here you go. Thank you! ☺

From: Sue Brown
Sent: Wednesday, August 26, 2015 4:50 PM
To: Alison Packard
Subject: 9/23/15 CSB - Deputy City Clerk

Hi Alison,

Please prepare the revised Deputy City Clerk class spec for the 9/23/15 CSB agenda for approval. Thank you.

Sue Y Brown
City of Las Vegas
Sr Human Resources Analyst – Classification & Compensation
Phone: 702.229.1218
Email: sbrown@lasvegasnevada.gov

Office Hours: Monday – Thursday; 7:00am – 5:30pm

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 23, 2015

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 1

REVISED

1. Deputy City Clerk

The above classification specifications were created at the request of the department.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

DEPUTY CITY 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

Provides support for the city council. Attends various official meetings under the purview of the City Clerk's office and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Deputy City Clerk series. 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 immediate supervision from the Chief Deputy City Clerk and higher level 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. Responds to inquiries from the public, city staff and other governmental agencies in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Attends and provides support for city meetings as assigned.
3. Records, proofreads, edits and finalizes meeting minutes.
4. Processes and verifies backup documentation submitted for meetings consistent with statutory compliance.
5. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards and Final Action notices.
6. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code; coordinates with local newspaper to ensure deadlines are met.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

Essential Functions (continued):

7. Prepares monthly reports.
8. Occasionally attends off-site and regular meetings during other than normal business hours.
9. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

Marginal Functions:

1. Administers oaths of office, notarizes documents, processes passport services and collects fees.
2. Receives all contract bids, stamps in, maintains log and delivers bids to the Purchasing and Contracts Division.
3. Acts as liaison between the Clerk's Office and all departments regarding legal documents and agenda items.
4. Assists the public with requests for research of the Clerk's records.
5. Assists with city elections as required.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of taking and transcribing minutes.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Principles of numerical and alphabetical filing systems.
Principles of business letter writing and basic report preparation.
Principles and techniques of taking and preparing minutes for official government meetings.
Pertinent local and state laws, codes and regulations including municipal election laws and procedures, procurement laws and procedures and the Nevada open meeting and financial disclosure laws.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

Skills in:

Compiling and maintaining records.
Typing at a speed necessary for successful job performance.

Ability to:

Learn about city ordinances and applicable municipal codes.
Learn to understand the organization and operation of the city, the Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.
Learn specialized software for assigned responsibilities.
Understand and follow oral and written instructions.
Maintain confidentiality of information.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Work independently in the absence of supervision.
Plan and organize work to meet scheduled deadlines.
Comply with all posting and publication guidelines of the Nevada open meeting law.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Two years of responsible secretarial or clerical experience.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 60 net words per minute as demonstrated by a test certificate dated no more than one year prior to the date of application.

Must attend Security Awareness training required by the FBI National Crime Information Center within 30 days of the date of appointment.

Possession of an appropriate, valid passport agent certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of an appropriate, valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; work at a centralized public counter.

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.*