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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

TELECONFERENCE AGENDA

DATE: NOVEMBER 24, 2004
TIME: 11:30 a.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

***NOTE: Minutes from this meeting will be included as part of the next regularly scheduled meeting on December 8, 2004.**

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Civil Engineer – Promotional
- 2) Civil Engineer – Open
- 3) Plans Examiner – Promotional
- 4) Plans Examiner – Open
- 5) Senior Buyer – Promotional
- 6) Senior Buyer – Open
- 7) Senior Engineering Associate (Traffic) – Promotional
- 8) Senior Engineering Associate (Traffic) – Open

B. CLASSIFICATION SPECIFICATION FOR APPROVAL:

- 1) Fire Engineer – Revised
- 2) Legal Secretary – Revised

C. REQUEST FOR REHIRE

- 1) Christina L. Erwin

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED:

V. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE 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.

Facilities are provided throughout City Hall for the convenience of disabled persons. Special equipment for the hearing impaired is available for use at meetings. If you need an accommodation to attend and participate in this meeting, please call **the DEPARTMENT DESIGNEE at 229-6315** and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

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

State of Nevada, 555 E. Washington
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
Court Clerk's Office Bulletin Board, City Hall Plaza
City Hall Plaza, Special Outside Posting Bulletin Board
City Hall 2nd Floor, Human Resources Posting Bulletin Board



**ELIGIBILITY
LISTS FOR THIS
MEETING ARE
DEEMED
CONFIDENTIAL
PER NRS 603A**

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 24, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Civil Engineer – Promotional	6	3	3
2. Civil Engineer – Open	10	2	2
3. Plans Examiner – Promotional	5	5	3
4. Plans Examiner – Open	9	6	2
5. Senior Buyer – Promotional	1	0	0
6. Senior Buyer – Open	30	15	11
7. Senior Engineering Associate (Traffic) - Promotional	11	9	4
8. Senior Engineering Associate (Traffic) – Open	3	1	0

CITY OF LAS VEGAS

ELIGIBLE LIST

Civil Engineer
Examination

November 8, 2004
Date of Test

047943809P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	5	GROUP 1	2
REJECTED	1	GROUP 2	1
<i>TOTAL RECEIVED</i>	6	GROUP 3	0
		<i>TOTAL ON LIST</i>	3

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		3		
FAILED		0		
<i>TOTAL TESTED</i>		3		
<i>DID NOT APPEAR</i>		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Civil Engineer
Examination

November 8, 2004
Date of Test

0479438090
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	7
REJECTED	3
TOTAL RECEIVED	10

ELIGIBLE LIST

GROUP 1	0
GROUP 2	1
GROUP 3	1
TOTAL ON LIST	2

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		2		
FAILED		0		
TOTAL TESTED		2		
DID NOT APPEAR		5		

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner
Examination

November 9, 2004
Date of Test

04238310P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	5	GROUP 3	3
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	2			
<i>TOTAL TESTED</i>	5			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner
Examination

November 9, 2004
Date of Test

042383100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	8
REJECTED	1
TOTAL RECEIVED	9

ELIGIBLE LIST

GROUP 1	0
GROUP 2	0
GROUP 3	2
TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Buyer
Examination

October 28, 2004
Date of Test

047954209P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	0			
FAILED	0			
<i>TOTAL TESTED</i>	0			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Buyer
Examination

October 28, 2004
Date of Test

0479542090
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	18	GROUP 1	2
REJECTED	12	GROUP 2	5
<i>TOTAL RECEIVED</i>	30	GROUP 3	4
		<i>TOTAL ON LIST</i>	11

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	11			
FAILED	4			
<i>TOTAL TESTED</i>	15			
<i>DID NOT APPEAR</i>	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Engineering Associate (Traffic)
Examination

October 27, 2004
Date of Test

04226509P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	11	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	11	GROUP 3	4
		<i>TOTAL ON LIST</i>	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	5			
<i>TOTAL TESTED</i>	9			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Engineering Associate (Traffic)
Examination

October 27, 2004
Date of Test

042265090

Exam Code

Open

Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	0			
FAILED	1			
<i>TOTAL TESTED</i>	1			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 24, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Fire Engineer
2. Legal Secretary

Fire Engineer classification specification was revised to correct the commercial driver's license requirement.

Legal Secretary classification specification was revised to accurately reflect the duties performed and to update the standard language.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

FIRE ENGINEER

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 operate a variety of firefighting vehicles, apparatus and equipment; to participate in emergency response activities.

SUPERVISION RECEIVED

Receives general 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. Operate numerous types of vehicles, equipment, tools and apparatus in response to fire and emergency alarms; drive equipped and manned vehicle to scene of emergency along pre-determined route, ensuring safe movement and minimal response time; position vehicle properly in relation to fire hydrants and fire location.
2. Operate pump, aerial ladder, articulating boom and other required equipment, regulating pressure of water and other fire suppression agents through equipment.
3. Inspect vehicles, equipment and apparatus including aerial lift and pumping equipment for proper operation and condition; perform routine servicing and minor repair work; identify and report the need for major repairs; complete records of daily vehicle checks and inventories.
4. Respond to emergency medical incidents; may analyze patient needs and administer first aid until relieved by proper medical personnel.
5. Perform the duties of a Firefighter when apparatus is not being used at a scene.
6. Preserve evidence at a fire scene.
7. Operate radio equipment.
8. Participate in fire station housekeeping and regular floor watch detail; attend training classes and participate in drills and fire inspections.

CITY OF LAS VEGAS
Fire Engineer (*continued*)

Marginal Functions:

1. Provide general information to the public concerning fire prevention practices and procedures.
2. Assist with training programs and group presentations relative to fire engineer duties and fire suppression.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a Fire Department.
Principles, practices and procedures of modern firefighting.
Operation and proper condition of a variety of vehicles, equipment, tools and apparatus used in firefighting, rescue and medical assistance operations.
Principles of mechanics, hydraulics and mathematics as related to firefighting and fire engineer duties.
Operational characteristics of fire protection systems, sprinkler systems, alarm systems, elevators and other related systems.
First aid, CPR and other basic medical assistance techniques.
Street and hydrant locations within the city.

Ability to:

Effectively and safely drive and operate the full range of fire apparatus and equipment used by the department.
Perform field calculations of hydraulics for the proper and effective operations of equipment at emergency scenes.
Demonstrate physical endurance, agility, strength and stamina in the performance of hazardous tasks under emergency conditions.
Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.
Think and act quickly and appropriately in emergencies.
Understand and follow oral and written directions promptly and accurately.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative relationships with those contacted in the course of work.
Maintain physical condition to perform essential duties as specified by firefighter certification.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Performing life threatening firefighting activities in an emergency situation*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Fire Engineer (*continued*)

Ability to:

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings*
- *Dangerous persons*
- *Dangerous animals*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action*
- *Demonstrating intellectual capabilities during training and testing processes.*

Experience and Training

Experience:

Three years of experience with the City of Las Vegas Fire & Rescue Department assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations.

Training:

Equivalent to graduation from high school, successful completion of the Las Vegas Fire & Rescue Department fire training academy and successful completion of the most recent driver operator certification process.

License or Certificate

Possession of any of the following on the date of application:

- a valid Nevada Class A or B commercial driver's license (CDL), with N (tankers) or X (hazardous materials and tankers) endorsement, and a current medical certificate; or
- a valid Nevada Class A or B non-commercial driver's license with F (firefighters, farmers and military) endorsement; or
- an appropriate valid driver's license from another state, plus equivalent endorsements and other requirements, that permits the operation of all required vehicles and equipment.

CITY OF LAS VEGAS
Fire Engineer (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting environment; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters; hazards of emergency driving; hazards associated with traffic control and working in and near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties as specified by firefighter certification.

ARB
REV 10/26/04 (clarification of driver's license requirement)
FLSA & City: nonexempt
CSB 11/24/04

Approved

LEGAL SECRETARY

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 a variety of responsible legal secretarial and clerical duties in support of an assigned division or function; to type and proofread various documents and verify data for accuracy; and to research information relevant to cases or projects assigned.

SUPERVISION RECEIVED

Receives general supervision from higher-level supervisory or professional 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. Prepare and process a variety of correspondence and legal documents, including complaints, notices, resolutions, motions, ordinances, summonses, warrants, contracts, briefs, and agreements; may take and transcribe correspondence.
2. Perform a wide variety of responsible and confidential secretarial duties in support of assigned supervisor or function; maintain calendars; schedule meetings, hearings and depositions ; process incoming and outgoing mail
3. Prepare and maintain files and calendars; record follow-up dates and deadlines
4. Provide information and assistance to the public; screen telephone calls and requests for information; route calls and requests to appropriate staff member, department or agency.
5. Assist attorneys in the absence of assigned secretary; compile information or documents for City Council agenda.
6. Operate a variety of office equipment including transcription machines, copiers, facsimile machines and computers.

CITY OF LAS VEGAS
Legal Secretary (*continued*)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic terminology, forms and documents used in legal secretarial work.

Procedures and practices involved in composing, processing and filing a variety of legal documents.

Meet strict deadlines.

Manage multiple assignments.

English usage, spelling, grammar and punctuation.

Business letter writing.

Principles and procedures of record keeping.

Modern office procedures, methods and computer hardware and software .

Ability to:

Perform responsible legal secretarial work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.

Independently prepare routine legal documents, correspondence and memoranda.

Work independently in the absence of supervision.

Work cooperatively with other departments, city officials, and outside agencies.

Operate and use modern office equipment including a computer.

Communicate effectively, both orally and in writing.

Establish and maintain 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:

--- *sitting for extended periods of time*

--- *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*

--- *operating assigned equipment.*

CITY OF LAS VEGAS
Legal Secretary (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible legal secretarial experience.

Training:

Equivalent to graduation from high school; specialized legal secretarial training is desirable.

License or Certificate

May require possession of valid Notary Public Certification.

Must be able to type 40 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

KAG
REV 10/28/04
FLSA & City: non-exempt
CSB 11/24/04

FIRE ENGINEER

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 operate a variety of firefighting vehicles, apparatus and equipment; to participate in emergency response activities.

SUPERVISION RECEIVED

Receives general 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. Operate numerous types of vehicles, equipment, tools and apparatus in response to fire and emergency alarms; drive equipped and manned vehicle to scene of emergency along pre-determined route, ensuring safe movement and minimal response time; position vehicle properly in relation to fire hydrants and fire location.
2. Operate pump, aerial ladder, articulating boom and other required equipment, regulating pressure of water and other fire suppression agents through equipment.
3. Inspect vehicles, equipment and apparatus including aerial lift and pumping equipment for proper operation and condition; perform routine servicing and minor repair work; identify and report the need for major repairs; complete records of daily vehicle checks and inventories.
4. Respond to emergency medical incidents; may analyze patient needs and administer first aid until relieved by proper medical personnel.
5. Perform the duties of a Firefighter when apparatus is not being used at a scene.
6. Preserve evidence at a fire scene.
7. Operate radio equipment.
8. Participate in fire station housekeeping and regular floor watch detail; attend training classes and participate in drills and fire inspections.

CITY OF LAS VEGAS
Fire Engineer (*continued*)

Marginal Functions:

1. Provide general information to the public concerning fire prevention practices and procedures.
2. Assist with training programs and group presentations relative to fire engineer duties and fire suppression.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a Fire Department.
Principles, practices and procedures of modern firefighting.
Operation and proper condition of a variety of vehicles, equipment, tools and apparatus used in firefighting, rescue and medical assistance operations.
Principles of mechanics, hydraulics and mathematics as related to firefighting and fire engineer duties.
Operational characteristics of fire protection systems, sprinkler systems, alarm systems, elevators and other related systems.
First aid, CPR and other basic medical assistance techniques.
Street and hydrant locations within the city.

Ability to:

Effectively and safely drive and operate the full range of fire apparatus and equipment used by the department.
Perform field calculations of hydraulics for the proper and effective operations of equipment at emergency scenes.
Demonstrate physical endurance, agility, strength and stamina in the performance of hazardous tasks under emergency conditions.
Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.
Think and act quickly and appropriately in emergencies.
Understand and follow oral and written directions promptly and accurately.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative relationships with those contacted in the course of work.
Maintain physical condition to perform essential duties as specified by firefighter certification.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Performing life threatening firefighting activities in an emergency situation*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Fire Engineer (*continued*)

Ability to:

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings*
- *Dangerous persons*
- *Dangerous animals*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action*
- *Demonstrating intellectual capabilities during training and testing processes.*

Experience and Training

Experience:

Three years of experience with the City of Las Vegas Fire & Rescue Department assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations.

Training:

Equivalent to graduation from high school, successful completion of the Las Vegas Fire & Rescue Department fire training academy and successful completion of the most recent driver operator certification process.

License or Certificate

Possession of any of the following on the date of application:

- an appropriate valid Nevada Class A or B commercial driver's license (CDL), class B with N (tankers) or X (hazardous materials and tankers) endorsement, and a current medical certificate; or
- a valid Nevada Class A or B non-commercial driver's license with F (firefighters, farmers and military) endorsement on the date of application; or
- an appropriate valid driver's license from another state, plus equivalent endorsements and other requirements, that permits the operation of all required vehicles and equipment.

CITY OF LAS VEGAS
Fire Engineer (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting environment; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters; hazards of emergency driving; hazards associated with traffic control and working in and near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties as specified by firefighter certification.

ARB

REV 1/22/03-10/26/04 (~~minor revisions to essential functions and training~~clarification of driver's license requirement)

FLSA & City: nonexempt

CSB 11/8/00

Approved 1/24/03

LEGAL SECRETARY

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 a variety of responsible legal secretarial and clerical duties in support of an assigned division or function; to type and proofread various documents and verify data for accuracy; and to research information relevant to cases or projects assigned.

SUPERVISION RECEIVED

Receives general supervision from higher-level supervisory or professional 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. Prepare and process Type a variety of correspondence and legal documents, including complaints, notices, resolutions, motions, ordinances, legal opinions, summonses, warrants, contracts, briefs, leases and agreements; may take and transcribe correspondence.
2. Prepare and process correspondence, legal papers and documents requiring knowledge of legal format, terminology and procedures.
3. 2. Perform a wide variety of responsible and confidential secretarial duties in support of assigned supervisor or function; maintain appointment calendars; schedule meetings, hearings and depositions and prepare travel arrangements; process incoming and outgoing mail.
4. 3. Prepare and maintain litigation files and calendars; record follow-up trial dates and deadlines, action dates and deposition of cases.
5. 4. Act as receptionist Provide providing information and assistance to the public; screen telephone calls and requests for information; route calls and requests to appropriate staff member, department or agency.
6. 5. Assist attorneys in the absence of assigned secretary; compile information or documents for City Council agenda Index and file legal documents, correspondence and reports; maintain the law library.
7. 6. Operate a variety of office equipment including transcription machines, copiers, postage meters, facsimile machines and computers; input and retrieve data and text; organize and maintain disk storage and filing.

CITY OF LAS VEGAS
Legal Secretary (*continued*)

Marginal Functions:

- ~~1. Maintain an inventory of office supplies; requisition supplies and materials as appropriate.~~
- ~~2. Research, compile and analyze data for special projects.~~
- ~~3.1. Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Basic legal terminology, forms and documents used in legal secretarial work.
Legal procedures and practices involved in composing, processing and filing a variety of legal documents.
Meet strict deadlines.
Manage multiple assignments.
Standard legal references and their contents.
English usage, spelling, grammar and punctuation.
Business letter writing.
Principles and procedures of record keeping.
Modern office procedures, methods and computer hardware and software equipment.

Ability to:

Perform responsible legal secretarial work involving the use of independent judgment and personal initiative.
Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
Independently prepare routine legal documents, correspondence and memoranda.
Work independently in the absence of supervision.
Work cooperatively with other departments, city officials, and outside agencies.
Operate and use modern office equipment including a computer and a switchboard.
~~Type at a speed necessary for successful job performance.~~
~~Take shorthand at a speed necessary for successful job performance.~~
Communicate effectively, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
~~Maintain mental capacity which allows for effective interaction and communication with others.~~
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 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:

CITY OF LAS VEGAS
Legal Secretary (*continued*)

- *making observations*
- *communicating with others*
- *reading and writing*
- *operating assigned equipment.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible legal secretarial experience.

Training:

Equivalent to graduation from high school; ~~supplemented by~~ specialized legal secretarial training is desirable.

License or Certificate

May require possession of, ~~or ability to obtain, an appropriate,~~ valid Notary Public Certification.

Must be able to type 40 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

KAG
REV 10/28/04
FLSA & City: non-exempt

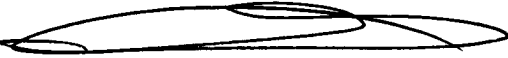
CSB

CSB 6/30/93

Memorandum

City of Las Vegas
Neighborhood Services Department

To: Claudette Enus, Director, Human Resources

From: Orlando Sanchez 
Director, Neighborhood Services

Cc:

Date: November 1, 2004

Re: Christina L. Erwin – Rehire list as a Code Enforcement Officer

Please find per the attached letter from Christina L. Erwin, dated October 11, 2004, requesting that she be placed on the rehire list as a Code Enforcement Officer. I am in support of Christina being placed back on the rehire list but this memo does not serve as an endorsement in any manner for her re-hire. Christina will have to compete like any other candidate and will be considered based on merit.

Should you have any questions or require further information, please call or e-mail me at your convenience.

Thank you in advance for your cooperation and understanding in this matter.

Attachment

APPROVED: NOV 10 2004
C. Claudette Enus

Christina L Erwin

6785 Haven Hollow Ave.
Las Vegas, NV 89130-4912
(702) 395-0638 (home)
(702) 275-8570 (cell.)
(702) 396-6540 (fax.)

October 11, 2004

City of Las Vegas
Department of Neighborhood Services
Mr. Orlando Sanchez, Director
400 Stewart Ave.
Las Vegas, NV 89101

Dear Orlando:

I am writing this letter, as directed by the Department of Human Resources, to you requesting that I be placed on the rehire list as a Code Enforcement Officer I/II. My resignation was effective from the City of Las Vegas on April 24, 2003. I am, therefore, within the two (2) year window allowing my placement on the rehire list if you approve this action. At this time, I request that you approve this action and forward this letter with your approval to the Department of Human Resources. I understand that I would then await certification of this action by the Civil Service Board and then be eligible to fill any open position. Until that time, I thank you for your consideration and welcome any discussion on this issue should you have any questions or concerns.

Sincerely,



Christina (Chris) Erwin

DEFENSE SERVICES
DEPARTMENT

2004 OCT 14 A 0:41

TO: CLAUDETTE ENUS
FAX: 702-382-7838
SUBJECT: **Reservation Confirmation**

Thank you for using Sprint Conferencing Services. This is to confirm that a conference reservation has been made. A two-hour notification to cancel is required to avoid a non-cancellation charge. Please call our toll free reservation number (800-366-2663) to reschedule, cancel or make any changes. Please use the confirmation number listed below when referring to your reservation.

CHAIRPERSON: CLAUDETTE ENUS
CONFIRMATION NUMBER: 31805620
DATE: Wednesday, November 24, 2004
TIME: 11:30 am (PST)
DURATION: 15 minutes
LINES RESERVED: DIAL IN: 0 DIAL OUT: 7
DIAL IN NUMBER(s): 800-473-8493

Sprint Conferencing Services offers many optional features. These features can be used to tailor your conference call to meet the needs of a particular meeting. Some features for consideration are:

- **Audiotaping*** - high quality cassette tapes of the conference can be made the same day (transcription* of the taped conference is also available).
- **Password Security** - for highly confidential conferences each participant must provide the password.
- **Automated Polling*** - participants can answer pre-established questions with their touch tone phones.

* these features incur an additional charge.

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: November 24, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: C. REQUEST FOR REHIRE

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

Christina L. Erwin is requesting to be placed on the rehire list as a Code Enforcement Officer I/II.

**CIVIL SERVICE BOARD
2004 SCHEDULE
MEETINGS AND AGENDA PREPARATION DATES**

MEETING DATES & TIMES REGULAR 4:30 P.M. TELECONF 11:30 A.M.	DOCUMENTATION DUE	AGENDA POSTED PACKETS MAILED
✓ <u>REGULAR</u> - JANUARY 14	JANUARY 5	JANUARY 8
<u>TELECONF</u> - JANUARY 28	JANUARY 20*	JANUARY 22
✓ <u>REGULAR</u> - FEBRUARY 11	FEBRUARY 2	FEBRUARY 5
✓ <u>TELECONF</u> - FEBRUARY 25	FEBRUARY 17*	FEBRUARY 19
✓ <u>REGULAR</u> - MARCH 10	MARCH 1	MARCH 4
✓ <u>TELECONF</u> - MARCH 24	MARCH 15	MARCH 18
✓ <u>REGULAR</u> - APRIL 14	APRIL 5	APRIL 8
<u>TELECONF</u> - APRIL 28	APRIL 19	APRIL 22
✓ <u>REGULAR</u> - MAY 12	MAY 3	MAY 6
✓ <u>TELECONF</u> - MAY 26	MAY 17	MAY 20
✓ <u>REGULAR</u> - JUNE 9	JUNE 1*	JUNE 3
✓ <u>TELECONF</u> - JUNE 23	JUNE 14	JUNE 17
✓ <u>REGULAR</u> - JULY 14	JULY 6*	JULY 8
✓ <u>TELECONF</u> - JULY 28	JULY 19	JULY 22
✓ <u>REGULAR</u> - AUGUST 11	AUGUST 2	AUGUST 5
✓ <u>TELECONF</u> - AUGUST 25	AUGUST 16	AUGUST 19

2004 Civil Service Board Schedule
Page 2

MEETING DATES & TIMES REGULAR 4:30 P.M. TELECONF 11:30 A.M.	DOCUMENTATION DUE	AGENDA POSTED PACKETS MAILED
✓ <u>REGULAR</u> - SEPTEMBER 8	AUGUST 30	SEPTEMBER 2
✓ <u>TELECONF</u> - SEPTEMBER 22	SEPTEMBER 13	SEPTEMBER 16
✓ <u>REGULAR</u> - OCTOBER 13	OCTOBER 4	OCTOBER 7
✓ <u>TELECONF</u> - OCTOBER 27	OCTOBER 18	OCTOBER 21
✓ <u>REGULAR</u> - NOVEMBER 10	NOVEMBER 1	NOVEMBER 4
✓ <u>TELECONF</u> - NOVEMBER 24	NOVEMBER 15	NOVEMBER 18
✓ <u>REGULAR</u> - DECEMBER 8	NOVEMBER 29	DECEMBER 2
✓ <u>TELECONF</u> - DECEMBER 22	DECEMBER 13	DECEMBER 16

*DUE TO HOLIDAY