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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue – 2nd Floor
Training Room #4
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

AGENDA

DATE: December 8, 2004

TIME: 4:30 p.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.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of November 10, 2004
- IV. APPROVAL OF MINUTES: Teleconference Meeting of November 24, 2004
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1. Administrative Assistant – Open
 - 2. Caseworker – Open
 - 3. Fire Battalion Chief – Promotional
 - 4. Senior Systems Analyst – Promotional
 - 5. Senior Systems Analyst – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Deputy City Marshal – Open
 - 2. Firefighter Trainee – Open
 - C. CLASSIFICATION SPECIFICATIONS:
 - 1. Communications Specialist – Revised
 - 2. Legal Secretary – Revised
 - 3. Law Enforcement Support Technician – New
 - 4. Neighborhood Planner – New
 - 5. Parking Operations Laborer – New
 - D. NOTICE OF APPEAL HEARING:
 - 1. Robert Everett
- VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:
- VII. CITIZEN PARTICIPATION

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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

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SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: Dec. 8, 2004 - Reg. Mtg.

PLEASE PRINT

NAME

ORGANIZATION

K. GENTLE

CLV - HR

Benet Vega

CLV - Detention

Sandy Gandy

CLV - HR

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

December 8, 2004

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

I. CALL TO ORDER: November 10, 2004, at 4:35 p.m. in the Human Resources Department.

ROLL CALL: E. Lavonne Lewis – Present
 Johan Aliseo – Absent
 Ed Miramontes – Present
 Priscilla Rocha – Present
 Barbara Loupe – Present

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Gia Rodriguez
Sandy Gandy

OTHERS PRESENT

Linda Brady
Benet Vega

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:

III. APPROVAL OF MINUTES of Regular Meeting of October 13, 2004: A motion was made by Trustee Priscilla Rocha that the minutes of the Regular Meeting of October 13, 2004 be approved. Trustee Barbara Loupe seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of October 27, 2004: A motion was made by Trustee Barbara Loupe that the minutes of the Teleconference Meeting of October 27, 2004 be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Code Enforcement Inspector – Promotional
2. Code Enforcement Inspector – Open
3. Corrections Officer – Open
4. Customer Service Representative – Open
5. Deputy City Marshal Sergeant – Promotional
6. Equipment Operator I (Streets) – Promotional
7. Equipment Operator I (Streets) – Open
8. HVAC Technician I – Promotional
9. HVAC Technician I – Open
10. Senior Technical Systems Analyst – Promotional

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
November 10, 2004
PAGE 2**

A motion was made by Trustee Priscilla Rocha that items 1 through 10 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Barbara Loupe. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Bus Driver – Promotional
2. Bus Driver – Open
3. Corrections Intake Technician – Promotional
4. Corrections Intake Technician – Open
5. Fire Investigator I – Promotional
6. Graphic Arts Clerk – Promotional
7. Graphic Arts Clerk – Open
8. Municipal Court Marshal – Promotional
9. Municipal Court Marshal – Open
10. Parking Enforcement Officer – Promotional
11. Parking Enforcement Officer – Open
12. Plant Operator II – Promotional
13. Plant Operator II – Open
14. Traffic Barricade Inspector I – Promotional
15. Traffic Barricade Inspector I – Open

Prior to the motion being made, Deputy Director Judy Tuttle informed the trustees that item 9, Municipal Court Marshal – Open, be removed from the certification list. A motion was made by Trustee Barbara Loupe that items 1 through 15, except item 9, of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Public Information Specialist – Revised

A motion was made by Trustee Priscilla Rocha item 1 of the Classification Specifications be approved. The motion was seconded by Trustee Barbara Loupe. Motion carried.

D. NOTICE OF APPEAL HEARING:

1. Linda H. Brady

Ms. Brady was in attendance at the hearing. The documents she submitted in the agenda packet were submitted and spoke to her position. However, Board Counsel Morgan Davis advised that the first two items on her statement of appeal were not in the original appeal she submitted and could therefore not be heard by the Board. A motion was made by Trustee Priscilla Rocha not to hear the first two items listed on the statement of appeal. The motion was seconded by Trustee Barbara Loupe. Motion passed.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
November 10, 2004
PAGE 3**

The hearing proceeded with Ms. Brady stating that she wanted to know where she stood in the ranks of those on Group 1. She indicated she thought she had a fairly good chance and wondered why she was chosen and someone who scored in Group 2 was hired over her. Deputy Director Judy Tuttle explained to the Board and Ms. Brady that although the initial scoring placed her in Group 1, there were further evaluations given to the candidates and the entire package was considered as a whole to determine who would be selected. Once Ms. Brady understood the other factors used in the selection, she was satisfied with the answer provided her. Subsequently, a motion was made by Trustee Ed Miramontes that the appeal brought forward by Ms. Linda Brady be dismissed and Ms. Brady would remain on the eligible list and be available for the next promotion. Trustee Barbara Loupe seconded the motion. Motion passed.

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:35 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
December 8, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: November 24, 2004 at 11:30 a.m. via Teleconference

ROLL CALL: E. Lavonne Lewis – Present
 Johan Aliseo – Present
 Ed Miramontes – Present
 Barbara Loupe – Present
 Priscilla Rocha - Present

STAFF PRESENT
Ann Rubertino-Beck
Kathy Gentile

OTHERS PRESENT

II. MEETING WAS PROPERLY NOTICED AND IN 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

Trustee Barbara Loupe made a motion to approve Item number 1 through 8 of the Eligible Lists to be certified. Trustee Ed Miramontes seconded the motion. Motion carried.

B. CLASSIFICATION SPECIFICATION FOR APPROVAL:

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

Prior to a motion being made, Secretary Claudette Enus informed the trustees that item 2, Legal Secretary – Revised, be pulled from the agenda and be resubmitted at a later meeting. Trustee Ed Miramontes made a motion to approve Item number 1 of the Classification Specification list. Trustee Barbara Loupe seconded the motion. Motion carried

C. REQUEST FOR REHIRE:

- 1) Christina L. Erwin

Trustee Priscilla Rocha made a motion to approve item 1 of the Request for Rehire list. Trustee Johan Aliseo seconded the motion. Motion passed.

IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:38 a.m.



F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 8, 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: 5

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Administrative Assistant – Open	71	58	54
2. Caseworker – Open	21	17	17
3. Fire Battalion Chief - Promotional	5	3	2
4. Senior Systems Analyst – Promotional	1	1	1
5. Senior Systems Analyst – Open	1	1	1

CITY OF LAS VEGAS

ELIGIBLE LIST

Administrative Assistant
Examination

November 29, 2004
Date of Test

0430611100
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	58	GROUP 1	22
REJECTED	13	GROUP 2	16
<i>TOTAL RECEIVED</i>	71	GROUP 3	16
		<i>TOTAL ON LIST</i>	54

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)				T & E
PASSED				54
FAILED				4
<i>TOTAL TESTED</i>				58
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Caseworker
Examination

November 17, 2004
Date of Test

0479512110
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	17	GROUP 1	5
REJECTED	4	GROUP 2	7
<i>TOTAL RECEIVED</i>	21	GROUP 3	5
		<i>TOTAL ON LIST</i>	17

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u> <u>Supplemental</u> <u>Assessment</u>
(Weight)				100%
PASSED				17
FAILED				0
<i>TOTAL TESTED</i>				17
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Battalion Chief
Examination

November 2, 2004
Date of Test

04400006P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>ASSESSMENT CENTER</u>
(Weight)				100%
PASSED				2
FAILED				1
<i>TOTAL TESTED</i>				3
<i>DID NOT APPEAR</i>				2

***Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.**

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Systems Analyst
Examination

November 22, 2004
Date of Test

04226610P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Systems Analyst
Examination

November 22, 2004
Date of Test

042266100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 8, 2004

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 2

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Deputy City Marshal – Open	42	12/10/04	6/10/05	2
2. Firefighter Trainee - Open	1128	12/09/04	6/09/05	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 8, 2004

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Communications Specialist
2. Legal Secretary

Communications Specialist classification specification was revised to update the format to comply with the Americans with Disabilities Act.

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

NEW:

3. Law Enforcement Support Technician
4. Neighborhood Planner
5. Parking Operations Laborer

Law Enforcement Support Technician was created to merge the corrections intake and bail unit employees. This will allow the division to cross train the employees, which will ensure better shift coverage.

Neighborhood Planner was created to differentiate and clarify the unique planning duties performed by the Neighborhood Services Department.

Parking Operations Laborer was developed at the request of the Detention & Enforcement Department.

RECOMMENDATION

The City recommends approval of these revised and new classification specifications.

COMMUNICATIONS SPECIALIST

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 receive and transmit signals, telephone and radio fire alarms; to receive and transmit general communications and emergency calls and operate computer terminals and keyboards and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Communications Specialist series. This class is distinguished from the Sr. Communications Specialist by the performance of the full range of duties as assigned, whereas the Sr. Communications Specialist has lead responsibilities in addition to performing the more complex and difficult assignments. After the initial training period, 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 the Chief Communications Specialist, the Fire Communications Supervisor and higher management staff.

Receives technical and functional supervision from the Sr. Communications Specialists

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

Essential Functions:

1. Receive emergency medical and fire calls from 9-1-1 lines, radios and direct phone lines; obtain all necessary information from alarm sources; key information into computer terminal and obtain dispatch information from data terminal and computer printouts, indicating the dispatch of proper equipment, fire company and district location; communicate pre-arrival instructions to calling party; communicate through the communication center's vocal system to the proper station and fire company; maintain radio link communications between Communications Center and field unit until unit returns to station.
2. Maintain communication service with all local area police, ambulance, hospitals and other emergency and public service organizations.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

3. Record emergency calls and all moving apparatus; maintain proper logs and forms pertaining to communications center dispatches; update and enter data into communications center computer terminals and maintain information in the computer systems;
4. Maintain records of the location and movement of emergency medical and fire apparatus; keep extensive records and logs.
5. Perform clerical and office tasks such as typing, filing and long distance telephone calls; receive and transmit messages.
6. Operate the tape recorder and make copies of tapes as requested.
7. Perform a variety of cleaning and maintenance tasks in the communications center.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Radio and telephone communications.
The operation of radio and telephone equipment.
The geography of the City of Las Vegas, North Las Vegas and the portion of Clark County that lies within the Las Vegas Valley.
The location of local streets and Las Vegas fire hydrants.
The types and use of firefighting equipment.
C.P.R. sufficient to allow instruction over the telephone.
Emergency Medical Dispatch principles and techniques.
The operation of computer terminals and keyboards.
Techniques of filing, typing and record keeping.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Obtain essential information from excited persons.
Use the computer keyboard to type information in the computer terminals.
Think clearly, remain calm, make sound decisions and act quickly in emergency situations.
Communicate pre-arrival instructions.
Maintain simple clerical records.
Speak with good diction and in a clear speaking voice.
Work well under pressure.
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:

CITY OF LAS VEGAS
Communications Specialist (*continued*)

- *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.*

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 combined experience as a radio dispatcher or full-time telephone operator with computer terminal operator experience in work of a responsible nature demonstrating an ability to cope with emergency situations.

Training:

Equivalent to graduation from high school.

License and Certification

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Must successfully complete the Emergency Medical Dispatcher Course within one year of the date of appointment.

Must obtain Cardiac Pulmonary Resuscitation Certification within one year of the date of appointment.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Work is performed indoors in climate-controlled office setting.

Hazards: Exposure to continual work pressures, dealing with emergencies.

Equipment Used: Computerized dispatch system, computer terminal, telephone, radio, and other office equipment as required.

Safety Equipment: As needed.

Physical Conditions:

Standing/walking: Occasionally, short distances within assigned dispatch area, office environment.

Sitting: Frequently-constantly, at console throughout shift in adjustable chair; dispatch duties.

Lift/carry: Occasionally, 1-10 lbs., paperwork, manuals. Infrequently, up to 20 lbs., supplies, computer paper, distances up to 25 ft.

Push/pull: Occasionally, minimal requirement, doors, drawers, etc.

Climbing: Occasionally, steps in work area.

Bending/twisting: Frequently, at waist, knees, and neck performing dispatch duties while seated at console.

Kneeling/crouching/crawling: Not required.

Hands/arms: Constant use of both hands and arms in extended reaching, handling, grasping, and fingering while using communications equipment and keyboarding. Some overhead reaching required.

Sight: Constantly, working at computer terminal. Hand/eye coordination with near- and mid-range vision required.

Speech/hearing: Constantly, in communicating throughout work shift.

Other physical/mental demands: Intense attentiveness for prolonged periods of time.

Mental Conditions:

Constant mental alertness with attention to detail and high degree of accuracy required at all times.

Must possess excellent verbal skills in communicating with individuals experiencing emergency situations; must be able to ascertain factual information, remain calm; ability to deal with all types of people in a professional and efficient manner.

Must be able to read, write and speak English, and perform basic mathematical calculations.

Must be able to make decisions independently, exercise creative problem solving ability and continually deal with work pressures, including: emergencies, complaints, angry people, frequent interruptions and time constraints.

ARB

REV 11/2/04

FLSA & City: non-exempt

CSB 12/8/04

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 .

Pertinent federal, state and local laws, codes, regulations and ordinances.

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

Understand, interpret and apply applicable laws, codes, ordinances, regulations, policies and procedures.

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 11/19/04
FLSA & City: non-exempt
CSB 12/8/04

LAW ENFORCEMENT SUPPORT 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 perform a variety of technical and clerical duties involving the processing of inmates through the city's detention facilities, including processing arrest documents, recording data and coordinating information with law enforcement and court agencies; to process bail and bond transactions, research and provide general information to bail bondsman and the general public; to maintain inmate files, records and reports.

SUPERVISION RECEIVED

Receives general supervision from the Corrections Intake Supervisor and other management staff.

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

Essential Functions:

1. Participate in the collection and verification of criminal history and personal information of inmates; complete forms and input data into computer; process the admittance and initiate release of inmates; review paperwork for completeness and accuracy; coordinate activity and communication with federal, state and local law enforcement and correctional agencies pertaining to inmate detainment and release.
2. Coordinate court activity with staff of the city's Municipal Court; process court documents regarding inmates' custody, court appearance or release; maintain a variety of accurate records and files including daily log books, ledgers and reports that document activity and incidents, personnel files and records; process and input all information obtained from inmate interviews; process record recovery requests made by department administration, court judges, lawyers or general public.
3. Verify and coordinate inmate information with court, federal, state and local law enforcement or correctional facilities; provide bail and charge information; assist with location of missing persons; provide information assistance for requests from police, court and other jurisdictions.
4. Confirm, enter and validate warrants; verify with issuing court that records contain complete and accurate information; record and maintain security of inmate currency, checks, credit cards and negotiable items.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

Essential Functions:

5. Receive bail information requests in person, via telephone, fax and email; research bail information requests using various computer systems and printed bail schedules; interpret system specific codes and determine bail, charges and detainer information; research and provide bail information for corrections officers, bail bondsmen and the general public regarding inmates in City of Las Vegas custody and Las Vegas Municipal Court defendants who are in custody in other jurisdictions.
6. Explain bail posting options and procedures to city inmates and inmates in other jurisdictions with Municipal Court detainees; provide information to the public regarding Nevada Insurance Commission's list of local bonding companies.
7. Process cash bails and bonds for inmates in City of Las Vegas custody and for Municipal Court defendants in custody in other jurisdictions; accept cash bails/bonds and review for accuracy and validity; enter bail/bond proceedings information into Court's computer system to satisfy warrants, exonerate previous bonds and maintain cases for future court appearances as needed.
8. Process all revenue collected from bails and filing fees; prepare bank deposits and maintain activity and revenue logs; prepare end-of-day and end-of-shift reports.
9. Maintain and retrieve inmate records; research record requests for Detention & Enforcement, Municipal Court and other judicial and law enforcement agencies; file documents according to established guidelines; periodically review files for accuracy.
10. Accept bond surrender documentation from bail bondsmen and fugitive retrieval agents; review Temporary Custody Records for accuracy, insert correct bail information and forward to intake unit.
11. Receive and file checks from inmate fund; distribute checks to former inmates upon request; purge checks over three months old and forward to business office for additional processing; maintain custody and logs of all check processing transactions.
12. Receive property and vehicle release forms from inmates; explain property release procedures; obtain and copy pertinent release documents and forward forms to shift supervisor for processing; maintain custody and logs of secured material; signature stamp checks from inmate checking account.
13. Respond to questions, explain procedures and provide general information to the public.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

Marginal Functions:

1. Assist correctional staff with inmate identification functions.
2. Notarize documents as required.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Departmental policies and procedures.
Principles and procedures of record keeping.
Basic mathematical principles.
Modern office methods, practices, procedures and computer equipment.
Various law enforcement computerized information systems.
Local court systems.
Procedures and policies governing booking, release of inmates, and bail bond transactions.
Pertinent federal, state and local laws and ordinances.
Procedures and operations of law enforcement agencies and correctional facilities.
English usage, spelling, grammar and punctuation.
Principles and techniques of customer service.
Effective telephone techniques.

Ability to:

Meet established deadlines.
Independently perform clerical work.
Develop and implement changes in the work process.
Operate and become certified on various local, state and federal law enforcement computer information systems.
Read and interpret legal documents and reference manuals.
Learn procedures and policies governing booking and release of inmates and bail bond transactions.
Understand local court system, pertinent laws and ordinances.
Follow detailed procedures and standards.
Understand and follow written and oral instructions.
Maintain statistical data and compile manual and computer-generated reports.
Deal effectively with difficult situations involving inmates and civilians.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain accurate records and files.
Make arithmetic calculations accurately and rapidly.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

Ability to:

Maintain effective audio/visual discrimination and perception to the degree necessary for:

- *Making observations;*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office, computer, telephone and radio equipment.*

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:

One year of increasingly responsible experience processing cash bails and bonds; **OR**
One year of increasing responsible experience processing arrest documents in a detention booking facility. Experience in the field of law enforcement or criminal justice is desirable.

Training:

Equivalent to graduation from high school.

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

License or Certificate

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

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

Special Requirements

Verbal fluency in Spanish is desirable.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Correctional facility environment; potentially hostile environments; exposure to computer screens, dust, fumes, offensive odors and infectious diseases.

Physical Conditions:

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

KAG
NEW 11/23/04
FLSA & City: nonexempt
CSB 12/08/04

NEIGHBORHOOD PLANNER

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 professional level work in the field of neighborhood planning; and to provide information and assistance to City officials, City staff, developers, the business community and the public on neighborhood, federal entitlement programs and development related matters.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Planning Supervisor or higher management staff.
May receive technical and functional supervision from a Sr. Neighborhood Planner.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Neighborhood Planner series. This class is distinguished from the Senior Neighborhood Planner by the performance of the full range of duties as assigned. 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.

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

Essential Functions:

1. Attend and participate in community and neighborhood meetings to gain an understanding of issues and existing resources in evaluating neighborhoods for community development opportunities; maintain familiarity with the development of assigned geographic areas through neighborhood meetings, the development review process and community contacts.
2. Establish and maintain productive, professional working relationships with community leaders, elected officials, City staff and other agencies; maintain an understanding of a variety of neighborhood group interests and perspectives; research ways to leverage and coordinate resources to accomplish positive change.
3. Identify active members of the community and assist in developing their potential to become neighborhood leaders; assist in creating organized neighborhood groups; utilize community relationships to assist in forming steering committees, boards and commissions; prepare meeting agendas, notifications and minutes; facilitate meetings.

CITY OF LAS VEGAS
Neighborhood Planner (Continued)

Essential Functions:

4. Lead and participate in the evaluation and strategic development of new and existing neighborhood organizations; facilitate neighborhood organizing and consensus building; train, assist and empower residents to access resources and independently resolve issues.
5. Lead and oversee the creation, development and implementation of neighborhood plans, initiatives and revitalization efforts; provide information and develop and recommend policies and procedures for future neighborhood based efforts.
6. Respond to questions and provide information to the public, neighborhood leaders, other city departments and local agencies; work with City departments, City Council and other agencies to leverage resources and maintain a united effort in building healthy neighborhoods.
7. Lead and participate in the neighborhood planning and outreach process of federally funded entitlement programs administered by the Neighborhood Services Department.
8. Evaluate future development sites; stay abreast of changes to the physical character of neighborhoods and neighborhood issues; attend neighborhood meetings, community meetings and neighborhood events.
9. Analyze and compile technical and statistical information, make recommendations on special studies and prepare reports using word processing, database, mapping (ArcView), geographical information systems (GIS) and zoning research software.
10. Collect, record and summarize statistical and demographic information; establish and maintain comprehensive database.
11. Develop, administer and analyze neighborhood and organization surveys to evaluate and re-evaluate neighborhood needs and issues; prepare survey summary reports.
12. Prepare reports for Planning Commission, City Council and various committees and advisory boards as directed.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning and development and neighborhood planning.
Techniques and practices of research and data analysis.
Technical report writing techniques and principles.

CITY OF LAS VEGAS
Neighborhood Planner (Continued)

Knowledge of:

Federally funded entitlement programs and community development processes and programs.
Modern office methods, practices, procedures and equipment including a computer and common office software.
Sources and locations of planning and neighborhood planning related information.
Current land use planning policies and statutes.
Applicable federal, state and local laws, codes and regulations.
Current literature, information sources and research techniques in the field of urban or neighborhood planning.

Ability to:

Demonstrate respect and sensitivity for cultural differences.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.
Respond to difficult and sensitive public inquiries.
Work independently and as part of a team.
Interpret various types of maps, site plans, floor plans, elevations, graphs and statistical data.
Meet strict deadlines.
Manage multiple assignments.
Recognize and effectively deal with political sensitivities and inter-relationships in the local community that can effect the planning process.
Use initiative and independent judgment within established guidelines.
Set priorities.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Present information in a public forum.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain 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; and*
-- *Operating computers, copiers, and related office 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; and*
-- *Reading and writing.*
-- *Operating assigned equipment.*

CITY OF LAS VEGAS
Neighborhood Planner (*Continued*)

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in urban, neighborhood, community or regional planning or a closely related field.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies or a closely related field.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office and field environments.

Physical Conditions:

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

KAG
NEW 11/23/04
FLSA & City: nonexempt
CSB 12/8/04

PARKING OPERATIONS LABORER

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 routine parking meter coin collection and change machine restocking duties; to perform routine, non-technical maintenance to parking meters and poles.

SUPERVISION RECEIVED

Receives direct supervision from the Parking Enforcement Supervisor and higher level management staff. Receives technical and functional supervision from the Sr. Parking Enforcement Officers.

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 and secure assigned vehicle; determine whether vehicle is in good working order; maintain vehicle in clean and fueled condition.
2. Follow established route and schedule to collect coin from parking meters within the City of Las Vegas; follow applicable cash handling procedures; report to supervisor any events that affect schedule; maintain the security of coin being transported.
3. Follow established schedule to restock coin in change machines located in the Stewart Avenue parking garage; follow applicable cash handling procedures; report to supervisor any events that affect schedule; maintain the security of coin being transported.
4. Assist in performing routine, scheduled, non-technical maintenance tasks that are related to the appearance or operation of the parking meters such as applying decals, cleaning housings, changing domes, painting poles, and other similar tasks; assist in removal and installation of parking meters; inform supervisor of any maintenance needs observed while on collection route.
5. May be required to prepare a periodic report on activities and maintain logs.

Marginal Functions:

1. Provide information to the public on applicable metered parking policies and procedures.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Parking Operations Laborer (*continued*)

QUALIFICATIONS

Knowledge of:

Applicable safe work practices.
State and local traffic laws and speed limits.
Major roads and highways in the Las Vegas valley area.
Safe driving practices.
Basic techniques of record keeping.

Ability to:

Read and understand the applicable provisions of the City's cash handling policy and procedures.
Operate a city-owned vehicle equipped with an electric lift.
Read maps.
Follow established route and schedule.
Push, load and unload coin collection cart.
Learn to correctly explain city metered parking policies and procedures.
Work independently with minimal supervision.
Understand and follow oral and written instructions.
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.*

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

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

Experience and Training Requirements

Experience:

No experience is required. The following types of experience are desirable: delivery experience, or experience that involved following a specific route and schedule.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

CITY OF LAS VEGAS
Parking Operations Laborer (*continued*)

License or Certificate

Possession of an appropriate, valid driver's license on date of application.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Work is 90% outdoors performing coin collection from meters. Van/pickup trucks are only partially climate-controlled due to frequent in/out.

Hazards: Exposure to moving vehicles, working in high traffic areas, potentially hostile or confrontational situations with risk to personal safety, wet or slippery surfaces, noise, fumes, gas, dust.

Equipment Used: Van with Tommy Lift, coin collection cart, keys, paint brush.

Safety Equipment: Seat belts while operating vehicle. Safety glasses, tire chocks, gloves and traffic cones.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly throughout shift. May walk 2-3 miles on average and sometimes more for designated meter collection route.

Sitting: Occasionally in van while driving to designated coin collection routes or to complete duties as assigned by supervisor.

Lift/carry: Occasionally, 25-48 pounds, dependent on size of coin bags, as they vary in weight. Maintenance duties require some lift/carry of batteries and possibly meter heads of 32-35 pounds.

Push/pull: Normal driving activities, 5-15 pounds force; opening doors and operating vehicle, and frequent-to-constant push force of up to 40 pounds for coin collection cart with 200 pound capacity.

Climbing: Stepping in and out of vehicle, and on and off curbs and curb cutouts as needed.

CITY OF LAS VEGAS
Parking Operations Laborer (*continued*)

Physical Conditions:

Bending/twisting: Bending at waist frequently when emptying coin canisters into coin collection cart.

Kneeling/crouching/crawling: Occasionally on a daily basis to perform coin drop functions. May be more frequent when performing maintenance duties as assigned, such as painting meter poles.

Hands/arms: Constant use of both hands and arms when operating vehicle, and to manipulate keys to open meters, get coin canisters, and dispense coins into coin collection cart.

Sight: Constant use of sight in performance of duties.

Speech/hearing: Constantly, in interacting with the public and co-workers.

Other physical demands: Constant awareness of surroundings while operating motor vehicle in high traffic, congested areas, and to keep coin collection cart secure.

ARB
NEW 11/19/04
FLSA & City: nonexempt
CSB 12/8/04

COMMUNICATIONS SPECIALIST

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

~~Under supervision,~~ To receives and transmits signals, telephone and radio fire alarms; to receives and transmits general communications and emergency calls and operates computer terminals and keyboards. ~~Does and to perform~~ related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Communications Specialist series. This class is distinguished from the Sr. Communications Specialist by the performance of the full range of duties as assigned, whereas the Sr. Communications Specialist has lead responsibilities in addition to performing the more complex and difficult assignments. After the initial training period, 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 AND EXERCISED

Receives general supervision from the Chief Communications Specialist, the Fire Communications Supervisor and higher management staff.

Receives technical and functional supervision from the Sr. Communications Specialists

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

Essential Functions:

Communications

1. Receives emergency medical and fire calls from 9-1-1 lines, telephones, radios and direct phone lines; obtains all necessary information from alarm sources; keys information into computer terminal and obtains dispatch information from data terminal and computer printouts, indicating the dispatch of proper equipment, fire company and district location; communicating pre-arrival instructions to calling party; communicates through the communication center's vocal system to the proper station and fire company; maintains radio link communications between Communications Center and field unit until unit returns to station.

Special Communications

2. Maintains communication service with all local area police, ambulance, hospitals and other emergency and public service organizations.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

Records and Logs-

3. Records emergency calls and all moving apparatus; maintains proper logs and forms pertaining to communications center dispatches; updates and enters data into communications center computer terminals and maintains information in the computer systems;
4. ~~m~~Maintains records of the location and movement of emergency medical and fire apparatus; keeps extensive records and logs.

Clerical-

5. Performs clerical and office tasks such as typing, filing and long distance telephone calls; receives ~~messages and~~ transmits messages;
6. ~~transcribes tapes; changes tapes and o~~Operates the tape recorder and make copies of tapes as requested;
7. ~~p~~Performs a variety of cleaning and maintenance tasks in the communications center.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Radio and telephone communications.
~~and t~~The operation of radio and telephone equipment ~~and computer equipment;~~
~~t~~The geography of the City of Las Vegas, North Las Vegas and the portion of Clark County that lies within the Las Vegas Valley;
The location of local streets, and Las Vegas fire hydrants;
~~t~~The types and use of firefighting equipment;
C.P.R. sufficient to allow instruction over the telephone;
Emergency Medical Dispatch principles and techniques;
The operation of computer terminals and keyboards;
Techniques of filing, typing and record keeping.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Obtain essential information from excited persons;
~~u~~Use the computer keyboard to type information in the computer terminals;
~~t~~Think clearly, remain calm, make sound decisions and act quickly in emergency situations;
~~e~~Communicate pre-arrival instructions;
~~m~~Maintain simple clerical records;
~~s~~Speak with good diction and in a clear speaking voice;
~~w~~Work well under pressure;

CITY OF LAS VEGAS
Communications Specialist (*continued*)

~~establish and maintain effective working relationships with the public and fellow employees.~~

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.*

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 (3) years of combined experience as a radio dispatcher or full-time telephone operator with computer terminal operator experience in work of a responsible nature demonstrating an ability to cope with emergency situations.

Training:

Equivalent to Graduation from high school or a G.E.D. equivalency.

Licenseing, and Certification And Special Requirements

~~Good health is essential. Must have excellent visual color perception. Must be proficient in the use of computer terminals and Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.~~

~~type 35 net w.p.m. on the computer keyboard.~~

~~Must have successfully completed the Emergency Medical Dispatcher Course and obtain Cardiac Pulmonary Resuscitation Certification within one (1) year of hire the date of appointment.~~

Must obtain Cardiac Pulmonary Resuscitation Certification within one year of the date of appointment.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Work is performed indoors in climate-controlled office setting.

Hazards: Exposure to continual work pressures, dealing with emergencies.

Equipment Used: Computerized dispatch system, computer terminal, telephone, radio, and other office equipment as required.

Safety Equipment: As needed.

Physical Conditions:

Standing/walking: Occasionally, short distances within assigned dispatch area, office environment.

Sitting: Frequently-constantly, at console throughout shift in adjustable chair; dispatch duties.

Lift/carry: Occasionally, 1-10 lbs., paperwork, manuals. Infrequently, up to 20 lbs., supplies, computer paper, distances up to 25 ft.

Push/pull: Occasionally, minimal requirement, doors, drawers, etc.

Climbing: Occasionally, steps in work area.

Bending/twisting: Frequently, at waist, knees, and neck performing dispatch duties while seated at console.

Kneeling/crouching/crawling: Not required.

Hands/arms: Constant use of both hands and arms in extended reaching, handling, grasping, and fingering while using communications equipment and keyboarding. Some overhead reaching required.

Sight: Constantly, working at computer terminal. Hand/eye coordination with near- and mid-range vision required.

Speech/hearing: Constantly, in communicating throughout work shift.

Other physical/mental demands: Intense attentiveness for prolonged periods of time.

Mental Conditions:

Constant mental alertness with attention to detail and high degree of accuracy required at all times.

Must possess excellent verbal skills in communicating with individuals experiencing emergency situations; must be able to ascertain factual information, remain calm; ability to deal with all types of people in a professional and efficient manner.

Must be able to read, write and speak English, and perform basic mathematical calculations.

Must be able to make decisions independently, exercise creative problem solving ability and continually deal with work pressures, including: emergencies, complaints, angry people, frequent interruptions and time constraints.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

~~Approved 9/17/03~~

~~Approved CSB 9/11/91~~

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.
Pertinent federal, state and local laws, codes, regulations and ordinances.

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.
Understand, interpret and apply applicable laws, codes, ordinances, regulations, policies and procedures.
~~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:

CITY OF LAS VEGAS
Legal Secretary (continued)

- 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.

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

THE December 8, 2004 MEETING OF THE CIVIL SERVICE

BOARD IS CALLED TO ORDER. THIS MEETING HAS BEEN PROPERLY

NOTICED AND POSTED IN COMPLIANCE WITH THE OPEN MEETING LAW.

A:LANGUAGE

**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