

**CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**

TIME: 4:30 PM

**Department of Human Resources**

**400 Stewart Avenue – 2<sup>nd</sup> Floor**

**Training Room #4**

**Las Vegas, Nevada**

Present: ED Mi  
JA PR  
EB Morgan  
S.V

**CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>**

**AGENDA**

**DATE: October 10, 2007**

**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 September 12, 2007
- IV. APPROVAL OF MINUTES: Teleconference Meeting of September 26, 2007
- V. BUSINESS

M - PR  
2 - EB  
M - EM  
2 - PR

**A. ELIGIBLE LISTS TO BE CERTIFIED**

- 1. Construction Project Representative - Promotional
- 2. Construction Project Representative - Open
- 3. DUI Court Coordinator - Open
- 4. Graphic Arts/Mail Clerk - Promotional
- 5. Graphic Arts/Mail Clerk - Open
- 6. Rapid Response Team Supervisor - Promotional
- 7. Recreation Leader I - Open
- 8. Senior Deputy City Clerk - Promotional
- 9. Senior Deputy City Clerk - Open
- 10. Senior Office Specialist - Promotional
- 11. Senior Office Specialist - Open
- 12. Senior Systems Analyst (Web) - Promotional
- 13. Senior Systems Analyst (Web) - Open
- 14. Signing and Marking Technician I - Promotional
- 15. Signing and Marking Technician I - Open
- 16. Traffic Electrician I - Promotional
- 17. Traffic Electrician I - Open

MEB  
2 - EM

**B. EXTENSION OF ELIGIBLE LISTS**

- 1. Animal Control Officer - Promotional
- 2. Animal Control Officer - Open
- 3. Computer Systems Technician II - Open
- 4. Construction Inspector I - Promotional
- 5. Construction Inspector I - Open
- 6. Parking Enforcement Officer - Promotional
- 7. Parking Enforcement Officer - Open
- 8. Planner I (Open & Continuous) - Open
- 9. Project Engineer (Engineering Planning) - Open
- 10. Senior Engineering Associate - Promotional
- 11. Senior Fire Investigator - Promotional
- 12. Senior License Officer (General Licensing) - Promotional
- 13. Senior Mechanic - Promotional
- 14. Senior Mechanic - Open
- 15. Senior Recreation Leader - Open
- 16. Terminal Agency Technician - Open

M - PR  
2 - EB

70 ✓

C. CLASSIFICATION SPECIFICATIONS

1. Court Services Supervisor - Revised -
2. Municipal Court Marshal - Revised .
3. Skilled Trades Helper - Revised
4. Technical Writer - Revised
5. Events Specialist - Revised

*pulled per Judy*  
*2-5 M-EM*  
*2-EB*

D. REQUEST TO BE PLACED ON REHIRE LIST

1. Kerry Esparza

*M-PR*  
*2-EB*

E. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Public Safety Technician - Promotional
2. Public Safety Technician - Open

*M-EM*  
*2-PR*

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

VII. CITIZEN PARTICIPATION

*4:35*

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 NV, Grant Sawyer Building, 555 East Washington Avenue
- Senior Citizen Center, 450 East Bonanza Road
- Clark County Government Center, 500 South Grand Central Parkway
- Bulletin Board, City Hall Plaza (Next door to Metro Records)
- City Hall Plaza, Special Outside Posting Bulletin Board
- City Hall 2nd Floor, Human Resources Posting Bulletin Board

**CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
FOR THE  
September 12, 2007  
REGULAR MEETING**

**Agenda Documentation  
October 10, 2007**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS  
SECRETARY TO THE BOARD

- I. CALL TO ORDER: September 12, 2007 at 4:30 p.m. in the Human Resources Dept.

ROLL CALL: Johan Aliseo – Present  
Malcolm White – Present  
Ed Miramontes – Present  
Priscilla Rocha – Present  
Evelyn Beals – Present

STAFF PRESENT: Judy Tuttle  
Susan Marion  
Ann Rubertino-Beck  
Lori Petsco

OTHERS PRESENT: Ron Prewitt, HR

Counsel for the Civil Service Board, Morgan Davis, was also present at this meeting

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES of the Regular Meeting of August 8, 2007: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting held August 8, 2007. Trustee Malcolm White seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of the Teleconference Meeting of August 22, 2007: Trustee Evelyn Beals made a motion to approve the minutes of the Teleconference Meeting held August 22, 2007. Trustee Ed Miramontes seconded the motion. Motion carried.
- V. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED
1. Court Counseling Technician – Open
  2. Neighborhood Planner - Open
  3. Planner II (Comp/Current) – Promotional
  4. Senior Theater Technician – Open
  5. Structural Plans Examiner - Open

Judy Tuttle, Deputy Director of Human Resources requested Item #2 be pulled from the list. An appeal for qualification was submitted and found to be valid. A motion was made by Trustee Evelyn to approve Items 1, and 3 through 5 of the Eligible Lists to Be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Central Stores Supervisor - Promotional
2. Central Stores Supervisor - Open
3. Court Counselor I - Open
4. Engineering Associate I - Land Development - Open
5. Fire Battalion Chief - Promotional
6. Legal Secretary - Promotional
7. Legal Secretary - Open
8. Microcomputer Specialist - Open
9. Records Technician I - Promotional
10. Records Technician I - Open
11. Senior Communications Specialist - Promotional
12. Traffic Signal Technician I - Promotional
13. Traffic Signal Technician I - Open

A motion was made by Trustee Priscilla Rocha that Items 1 through 13 of the Extension of Eligible Lists be approved. Trustee Malcolm White seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Building Inspector I/II - Revised
2. Construction Inspection Supervisor - Revised
3. Field Lighting Supervisor - Revised
4. Fire Training Officer - Revised
5. Permit Technician I/II - Revised
6. Plans Examiner I/II - Revised
7. Project Engineer - Revised
8. Senior Maintenance Mechanic - Revised

A motion was made by Trustee Evelyn Beals to approve Items 1 through 8 of the Classification Specifications. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

D. REQUEST TO BE PLACED ON REHIRE LIST

1. Jason Parker

A motion was made by Trustee Malcolm White to approve Item 1 of the Request to Be Placed on Rehire List. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

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

Judy Tuttle asked Ed Miramontes if he would like to be reconsidered for his appointment to the board. Mr. Miramontes term will be expiring October 12, 2007.

VII. CITIZEN PARTICIPATION:

None

VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:36 p.m.



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F. Claudette Enus, Secretary to the Board

CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
For the  
September 26, 2007  
TELECONFERENCE MEETING

Agenda Documentation  
October 10, 2007

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS  
SECRETARY TO THE BOARD

I. CALL TO ORDER September 26, 2007 at 11:33 a.m. via Teleconference

ROLL CALL Johan Aliseo - Present  
Ed Miramontes - Present  
Priscilla Rocha - Absent  
Evelyn Beals - Present  
Malcolm White - Present

STAFF PRESENT

Ann Rubertino-Beck  
Susan Marion  
Lori Petsco  
Graciela Manginelli

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Customer Service Representative - Open
2. Office Specialist II - Promotional
3. Office Specialist II - Open
4. Real Property Appraiser - Open
5. Senior Maintenance Mechanic - Promotional
6. Senior Maintenance Mechanic - Open
7. Survey Technician - Open

A motion was made by Trustee Evelyn Beals that items 1 through 7 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. REQUEST TO BE PLACED ON REHIRE LIST

- 1) Rex N. Branham

A motion was made by Trustee Ed Miramontes that item 1 of the Request To Be Placed On The Rehire List be approved. The motion was seconded by Trustee Malcolm White. Motion carried.

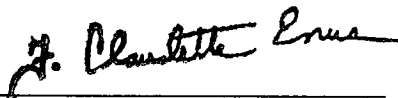
IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

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**

nCITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 10, 2007

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

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SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 17**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Construction Project Representative – Promotional	7	3	3
2. Construction Project Representative – Open	24	4	1
3. DUI Court Coordinator – Open	25	3	3
4. Graphic Arts/Mail Clerk – Promotional	1	1	1
5. Graphic Arts/Mail Clerk – Open	249	26	26
6. Rapid Response Team Supervisor – Promotional	6	3	3
7. Recreation Leader I – Open	230	46	45
8. Senior Deputy City Clerk – Promotional	2	2	2
9. Senior Deputy City Clerk – Open	3	1	1
10. Senior Office Specialist – Promotional	39	32	30
11. Senior Office Specialist – Open	123	53	50
12. Senior Systems Analyst (Web) – Promotional	2	1	1
13. Senior Systems Analyst (Web) – Open	25	2	2
14. Signing and Marking Technician I – Promotional	17	17	13
15. Signing and Marking Technician I – Open	107	64	48
16. Traffic Electrician I – Promotional	6	1	0
17. Traffic Electrician I – Open	42	19	13

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Construction Project Representative**  
**Examination**

**September 24, 2007**  
**Date**

**07233807P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	5	GROUP 1	1
REJECTED	2	GROUP 2	2
<b>TOTAL RECEIVED</b>	<b>7</b>	<b>TOTAL ON LIST</b>	<b>3</b>

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Construction Project Representative**  
**Examination**

**September 24, 2007**  
**Date**

**072338070**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	4	GROUP 1	0
REJECTED	20	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>24</b>	<b>TOTAL ON LIST</b>	<b>1</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	1			
FAILED	3			
<b>TOTAL TESTED</b>	<b>4</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**DUI Court Coordinator**  
Examination

**September 26, 2007**  
Date

**0779611080**  
Exam Code

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	3	GROUP 1	0
REJECTED	22	GROUP 2	3
<b>TOTAL RECEIVED</b>	<b>25</b>	<b>TOTAL ON LIST</b>	<b>3</b>

	<b><u>WRITTEN</u></b>	<b><u>TESTS</u></b> <b><u>Hiring</u></b> <b><u>Interview</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		3		
FAILED		0		
<b>TOTAL TESTED</b>		<b>3</b>		
<b>DID NOT APPEAR</b>		<b>0</b>		

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Graphic Arts/Mail Clerk**  
**Examination**

**September 21 , 2007**  
**Date**

**07369008P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

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

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Graphic Arts/Mail Clerk**  
**Examination**

**September 21, 2007**  
**Date**

**073690080**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	27	GROUP 1	20
REJECTED	222	GROUP 2	6
<b>TOTAL RECEIVED</b>	<b>249</b>	<b>TOTAL ON LIST</b>	<b>26</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	26			
FAILED	0			
<b>TOTAL TESTED</b>	<b>26</b>			
<b>DID NOT APPEAR</b>	<b>1</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Rapid Response Team Supervisor**  
**Examination**

**September 28 , 2007**  
**Date**

**077953308P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

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

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>Hiring Interview</u></b>
(Weight)				100%
PASSED				3
FAILED				0
<b>TOTAL TESTED</b>				<b>3</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Recreation Leader I**  
**Examination**

**September 17, 2007**  
**Date**

**073600070**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	56	GROUP 1	35
REJECTED	174	GROUP 2	10
<b>TOTAL RECEIVED</b>	<b>230</b>	<b>TOTAL ON LIST</b>	<b>45</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	45			
FAILED	1			
<b>TOTAL TESTED</b>	<b>46</b>			
<b>DID NOT APPEAR</b>	<b>10</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Deputy City Clerk**  
**Examination**

**October 2, 2007**  
**Date**

**077967906P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

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

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>Hiring Interview</u></b>
(Weight)				100%
PASSED				2
FAILED				0
<b>TOTAL TESTED</b>				<b>2</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Deputy City Clerk**  
**Examination**

**October 2, 2007**  
**Date**

**0779679060**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Office Specialist**  
**Examination**

**September 25 , 2007**  
**Date**

**07351207P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	34	GROUP 1	23
REJECTED	5	GROUP 2	7
<b>TOTAL RECEIVED</b>	<b>39</b>	<b>TOTAL ON LIST</b>	<b>30</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	30			
FAILED	2			
<b>TOTAL TESTED</b>	<b>32</b>			
<b>DID NOT APPEAR</b>	<b>2</b>			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Systems Analyst-Web  
Examination

September 25, 2007  
Date

07226605P  
Exam Code

Promotional  
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

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

TESTS

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Systems Analyst-Web**  
**Examination**

**September 25, 2007**  
**Date**

**072266050**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	13	GROUP 1	0
REJECTED	12	GROUP 2	2
<b>TOTAL RECEIVED</b>	<b>25</b>	<b>TOTAL ON LIST</b>	<b>2</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)			100%	
PASSED			2	
FAILED			0	
<b>TOTAL TESTED</b>			<b>2</b>	
<b>DID NOT APPEAR</b>			<b>11</b>	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Signing and Marking Technician I**  
**Examination**

**September 25, 2007**  
**Date**

**07342408P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	17	GROUP 1	6
REJECTED	0	GROUP 2	7
<b>TOTAL RECEIVED</b>	17	<b>TOTAL ON LIST</b>	13

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	13			
FAILED	4			
<b>TOTAL TESTED</b>	17			
<b>DID NOT APPEAR</b>	0			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Signing and Marking Technician I**  
Examination

**September 25, 2007**  
Date

**073424080**  
Exam Code

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	84	GROUP 1	18
REJECTED	23	GROUP 2	30
<b>TOTAL RECEIVED</b>	<b>107</b>	<b>TOTAL ON LIST</b>	<b>48</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	48			
FAILED	16			
<b>TOTAL TESTED</b>	<b>64</b>			
<b>DID NOT APPEAR</b>	<b>20</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Traffic Electrician I**  
**Examination**

**September 14, 2007**  
**Date**

**077960407P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

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

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Traffic Electrician I**  
**Examination**

**September 14, 2007**  
**Date**

**0779604070**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	25	GROUP 1	2
REJECTED	17	GROUP 2	11
<b>TOTAL RECEIVED</b>	<b>42</b>	<b>TOTAL ON LIST</b>	<b>13</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	13			
FAILED	6			
<b>TOTAL TESTED</b>	<b>19</b>			
<b>DID NOT APPEAR</b>	<b>6</b>			

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

Date October 10, 2007

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

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**SUBJECT: B. EXTENSION OF ELIGIBLE LISTS**

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

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**TOTAL EXTENSIONS OF ELIGIBLE LISTS: 16**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Animal Control Officer – Promotional	3	10/11/07	04/11/08	1
2. Animal Control Officer – Open	98	10/11/07	04/11/08	1
3. Computer Systems Technician II – Open	15	10/11/07	04/11/08	2
4. Construction Inspector I – Promotional	9	10/26/07	04/26/08	3
5. Construction Inspector I – Open	6	10/26/07	04/26/08	3
6. Parking Enforcement Officer – Promotional	3	10/25/07	04/25/08	1
7. Parking Enforcement Officer – Open	310	10/25/07	04/25/08	1
8. Planner I (Open & Continuous) – Open	24	10/11/07	04/11/08	1
9. Project Engineer (Engineering Planning) – Open	3	10/11/07	04/11/08	1
10. Senior Engineering Associate – Promotional	4	10/11/07	04/11/08	1
11. Senior Fire Investigator – Promotional	3	10/11/07	04/11/08	2
12. Senior License Officer (General Licensing) – Promotional	5	10/25/07	04/25/08	1
13. Senior Mechanic – Promotional	6	10/12/07	04/12/08	3
14. Senior Mechanic – Open	13	10/12/07	04/12/08	3
15. Senior Recreation Leader – Open	30	10/11/07	04/11/08	1
16. Terminal Agency Technician – Open	7	10/11/07	04/11/07	1

## COURT SERVICES SUPERVISOR

*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 plan, prioritize, assign supervise, and review the work of staff responsible for operational support for the Municipal Court; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned division manager and higher level management.

Exercises direct supervision over technical and clerical 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. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
2. Monitor automated customer numbering system, tracking number of tickets issued within specified time parameters; create activity reports; assist with system upgrades.
3. Supervise the collection of fines, bail bonds and program fees; arrange and schedule court ordered installment agreements; monitor customer service level including the accuracy of information provided; conduct transfer of cash bail and prepare collection slips for audit and refund requests.
4. Maintain control over cash drawers; perform morning and evening audits of banks; compile daily deposit.
5. Monitor the automatic call distribution system to ensure prompt response to customers; evaluate staff activity in clearing system queue; monitor accuracy and quality of information given to customers.
6. Participate in and supervise the setting of courtroom and traffic counter calendars; coordinate clerical staff coverage for video and mental health proceedings.

**CITY OF LAS VEGAS**  
**Court Services Supervisor (*continued*)**

**Essential Functions:**

7. Ensure that the preparation of cases, coordination of records, court summaries, appeals and data entry of new criminal citations are accomplished in a timely manner.
8. Supervise confirmation and entry of warrants, citations and other court related documents into the Municipal Court database; enter data from various sources; input corrections and updates; verify data for accuracy and completeness.
9. Prepare analytical and statistical reports on operations and activities.
10. Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.
11. Oversee special projects assigned by division manager.
12. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures; develop productivity and accuracy standards for assigned shift or work unit.
13. Serve as liaison for the division with other city departments, divisions, public and outside agencies; receive and respond to complex and sensitive issues.
14. Coordinate and oversee records management process including seal requests.
15. Monitor and oversee license and certifications for traffic school instructors according to the federal, state, and local laws, codes and regulations.
16. Develop and administer guidelines for work program placements; locate businesses to participate in program; audit time sheets and court reports relating to work programs.

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends, programs and innovations.
2. Perform a variety of clerical duties including archive filing, updating video, entering criminal citations and other clerical services.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS  
Court Services Supervisor (*continued*)

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a Municipal Court program.  
English usage, spelling, grammar, punctuation and composition.  
Principles and techniques of supervision, training and performance evaluation.  
Modern and complex principles and practices of record keeping and records management.  
Modern office procedures, practices and equipment, including common office software.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Interpret and explain and enforce city and court policies and procedures.  
Use initiative and independent judgment within established guidelines.  
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and recommend best options.  
Plan, organize and prioritize assignments.  
Work independently without direct supervision.  
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 including city officials and the general public.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
-- *Walking, standing or sitting for extended periods of time; and*  
-- *Operating assigned equipment.*  
Maintain effective audio-visual discrimination and perception needed for:  
-- *Making observations;*  
-- *Communicating with others;*  
-- *Reading and writing; and*  
-- *Operating assigned equipment and vehicles.*  
Maintain mental capacity which allows the capability of:  
-- *Making sound decisions;*  
-- *Effective interaction and communication with others; and*  
-- *Demonstrating intellectual capabilities.*

**CITY OF LAS VEGAS**  
**Court Services Supervisor (*continued*)**

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible executive or administrative clerical experience, to include one year of supervisory or lead responsibility;

OR

Two years of general court experience to include one year of supervisory or lead responsibility.

**Training:**

Associate degree from an accredited college or university with major in accounting, business management, judicial administration, or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and courtroom environment; exposure to potentially hostile individuals; exposure to computer screens.

**Physical Conditions:**

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

SMM  
REV 8/24/07 (formerly Municipal Court Office Supervisor)  
FLSA: exempt; City: nonexempt

CSB 10/10/07

## MUNICIPAL COURT MARSHAL

*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 serve as Peace Officer for the Municipal Court; to serve warrants and subpoenas and to make arrests for offenses under the jurisdiction of the Municipal Court; and to maintain order in the court and escort personnel to court and jail.

### SUPERVISION RECEIVED

Receives general supervision from Municipal Court Marshal Sergeant and higher level management staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Apprehend arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges, which often involve house searches and defendants with lengthy criminal records, including felonies.
2. Maintain order and provide security for the judge, court staff and public in the courtroom; respond to emergency situations in Municipal Court and other city facilities as requested; provide first aid and CPR as needed.
3. Transport prisoners between court and local city and county jails; transport individuals who have been detained by other jurisdictions on city warrants.
4. Obtain criminal history and driving records, when applicable, on individuals appearing before the Court.
5. Conduct investigations of injury and accidents occurring in any Court facility or other assigned area; investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.
6. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal (continued)**

**Essential Functions:**

7. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
8. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern radio communication systems.
9. Initiate booking sheets and other court documents on subjects remanded to custody by the court, for subjects ordered to report to work program, house arrest, DUI counseling or assessment, traffic school and for subjects booked on weekend dates.
10. While on duty, carry a firearm and other department approved protective devices; maintain qualifications to carry a firearm.
11. Escort clerks who transport court funds to Finance Department.
12. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.
13. Prepare reports on operational assignments.

**Marginal Functions:**

1. File updated changes to the Nevada Revised Statutes and Las Vegas Municipal Codes.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Modern office procedures, methods and computer equipment.  
Basic self-defense tactics.  
Techniques of communicating with customers.  
Basic first aid techniques.  
Basic interviewing techniques.  
Basic report writing techniques.  
Proper English grammar, spelling and punctuation.

CITY OF LAS VEGAS  
Municipal Court Marshal *(continued)*

Ability to:

- Meet and maintain the established physical requirements.
- Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.
- Successfully complete first aid and CPR training.
- Learn to interpret and enforce laws pertaining to courtroom procedures.
- Learn public relations practices.
- Learn to work independently.
- Learn to cope with adverse situations.
- Accurately observe and remember names, faces, numbers, incidents, details and places.
- Adopt quick and responsible plans of action in emergency situations.
- Understand and follow oral and written instructions, regulations and laws.
- Properly use and maintain a firearm.
- Operate standard equipment and facilities required for assigned duties.
- 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 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 choosing an appropriate and reasonable course of action;*
  - *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:
  - *Walking, standing or sitting for extended periods of time;*
  - *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations;*
  - and*
  - *Operating assigned equipment and vehicles.*
- Effectively deal with personal danger, which may include exposure to:
  - *Armed or dangerous persons;*
  - *Communicable diseases;*
  - *Hazards of emergency driving; and*
  - *Natural or man-made disasters.*

**CITY OF LAS VEGAS**  
**Municipal Court Marshal (continued)**

**Experience and Training Requirements**

**Experience:**

One year of public contact experience, preferably in the field of law enforcement.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

Must be 21 years of age and a citizen of the United States on the date of application (P.O.S.T. requirement).

Possession of a Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certificate within one year of the date of appointment, and maintenance thereafter. Formal law enforcement academy training equivalent to Nevada P.O.S.T. may be substituted; successfully challenging the Nevada P.O.S.T. Category I requirements will be required for substitution.

Must qualify with a duty firearm every quarter.

**WORKING CONDITIONS**

**Environmental Conditions:**

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, walking, sitting, running, climbing, stooping, crouching or standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB  
REV 9/12/07  
FLSA& City: nonexempt  
CSB 10/10/07

## SKILLED TRADES HELPER

*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 semi-skilled duties involved in the maintenance and construction of city buildings, grounds, parks and other facilities; and to perform specialized projects as required.

### SUPERVISION RECEIVED

Receives general supervision from a Facilities Field Supervisor, Facilities Maintenance Supervisor, or Public Works Maintenance Field Supervisor. Depending on assignment, may receive functional and technical supervision from a skilled trades classification.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Participate in maintaining city buildings, grounds, parks and other facilities.
2. Assist with the construction and refurbishing of various structures.
3. Operate a variety of hand and power tools and equipment including motorized vehicles.
4. Install roofing, insulation and drywall.

#### When Assigned to Streets & Sanitation Division

1. Assist with block masonry construction.
2. Prepare ground and set forms for concrete; pour and finish concrete.
3. Assist with welding fabrication and installation projects.
4. Participate in semi-skilled painting projects.

#### When Assigned to the Parks & Open Spaces Division

1. Install, maintain and repair chain link and wrought iron fencing, park benches, tables, playground equipment, all types of shade structures and protective shelters, and other furnishings in city parks.

**CITY OF LAS VEGAS**  
**Skilled Trades Helper (Continued)**

When Assigned to the Parks & Open Spaces Division

2. Assist with inspection of park amenities and the repair or removal of those that present a safety hazard.
3. Assist in the general maintenance and cleaning of parks, semi-skilled painting projects, and welding fabrication and installation projects.
4. Prepare ground and set forms for concrete; assist in pouring and finishing concrete.
5. Assist with the maintenance and repair of park rest rooms and other structures.
6. Participate in park construction and rehabilitation projects.

When Assigned to Facilities Management Division

1. Install, maintain, adjust and make minor repairs to building hardware, windows, sashes, doors, trim work, electrical fixtures, lamps, switches, sinks, commodes, water heaters, swamp coolers, air conditioning systems, flooring, walls, roofs, painted surfaces and other building components.
2. Assist in relocating building equipment.
3. Maintain daily logs and complete required documentation and records.
4. Assist in the construction or remodel of buildings.

**Marginal Functions:**

1. Perform general cleanup of job sites.
2. Perform special projects as assigned.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Care, operation and maintenance of a variety of hand and power tools and equipment used in general maintenance.

Basic techniques and practices of general maintenance, carpentry, plumbing, painting and refrigeration.

Properties and techniques of concrete preparation, pouring and finishing.

Occupational hazards and standard safety practices.

**CITY OF LAS VEGAS**  
**Skilled Trades Helper (Continued)**

**Ability to:**

Operate a variety of hand and power tools in a safe and effective manner.

Assist with a wide variety of construction and maintenance assignments.

Understand and follow oral and written instructions.

Read and understand English at a level necessary for successful job performance.

Work without constant supervision, depending on assignment.

Communicate clearly and concisely, both orally and in writing.

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

**Experience and Training Requirements**

**Experience:**

One year of general maintenance, carpentry, painting, plumbing or air-conditioning experience.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Additional specialized training in one of the skilled trades is desirable.

**License or Certificate**

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

**CITY OF LAS VEGAS**  
**Skilled Trades Helper (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 performed 50% indoors and 50% outdoors subject to typical weather conditions, not climate controlled, including travel from site to site.

*Hazards:* Working around moving equipment, working at heights, exposure to dust, noise, odors, fumes, wet, oily or slippery surfaces, toxic or caustic chemicals, sharp objects and blades, pinch points, cramped or confined spaces, electrical shock, and burns.

*Equipment Used:* Variety of hand and power tools, backhoe, skip loader, dump trucks, tractors, trenching equipment, motor vehicles.

*Safety Equipment:* Safety harness, hardhat, safety glasses, respirator, face shield, safety shoes, gloves, hearing protection, back support belt.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for:

*Standing/walking:* Constantly, throughout shift in various locations. May walk up to 1-2 miles per shift.

*Sitting:* Infrequently, while driving, or performing construction or repair at floor level.

*Lift/carry:* Frequently, up to 50 lbs., for distances up to 100 ft., materials, tools, equipment. Occasionally, 50-100 lbs., loading and unloading heavy materials and equipment, carry distances up to 50 ft. Assistive devices available for heavy lifting and carrying.

*Push/pull:* Frequently, using both hands and arms, exerting force of up to 10-50 lbs. while performing heavy manual labor tasks, and operating power equipment.

*Climbing:* Occasionally, stairs, ladders and scaffolding up to 40 ft.

*Bending/twisting:* Constantly, at waist, knees and neck while performing work, often in cramped and awkward positions. May work for extended periods with tools overhead.

*Kneeling/crouching/crawling:* Frequently, while pouring or finishing concrete, building forms or repairing other items on ground and floor level.

*Hands/arms:* Constant use of both hands and arms in reaching, handling, grasping, fingering while using hand and power tools throughout shift. Frequent overhead reaching required. May operate equipment subject to vibration for extended periods.

*Sight:* Constantly, to detect, analyze and complete repairs and construction assignments. Visual requirements include peripheral vision, depth perception, hand, eye and foot coordination, and visual acuity in near-, mid- and far-ranges.

*Speech/hearing:* Constantly, in communicating with coworkers and maintaining safe work environment.

*Other physical demands:* Frequently, handles large size materials, 4 ft. x 8 ft. sheets. Moves heavy equipment, occasionally works in trenches.

ARB

REV 7/10/07

FLSA & City: non-exempt

CSB 10/10/07

## TECHNICAL WRITER

*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 write, edit, index, and revise a variety of technical materials and documentation including reports, brochures, work flow diagrams, user manuals, policies and procedures and other appropriate documentation, both online and written; and to perform a variety of technical duties related to assigned area of responsibility.

### SUPERVISION RECEIVED

Receives general supervision from the Enterprise Program Manager or higher-level management staff. May receive functional or technical direction from Program Office 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. Write, edit, index and revise a variety of technical materials and documentation including reports, brochures, work flow diagrams, user manuals, policies and procedures and other appropriate documentation, both online and written, with the guidance and assistance of Program Office staff and designated department end user representatives.
2. Prepare "as is" and "to be" workflow charts; draft and revise policies and procedures applicable to department, division, section, or work unit.
3. Assist in the preparation of test data and scripts used to validate applications prior to implementation; participate in the testing and troubleshooting of existing and newly developed applications; prepare desktop procedures for implementation.
4. Draft, edit, and revise policies and procedures consistent with city standards; submit for review, approval and posting according to established procedures; review and recommend clarification and improvement in existing policies and procedures and, with approval, perform the required modifications.
5. Compose, edit, and revise "how to" guides and illustrations for city of Las Vegas Intranet and Internet users.
6. Draft, edit and revise brochures, desktop procedures, and other customer information for a variety of uses, including department-focused and application systems-related versions.

**CITY OF LAS VEGAS**  
**Technical Writer (*continued*)**

**Essential Functions:**

7. Participate in training users in the use of new or modified computer applications, hardware and procedures.
8. Coordinate related activities such as posting or production of documents, scheduling and facilitating meetings, preparing agendas, editing meeting minutes and maintaining files; compose and send correspondence to customers.
9. Research, analyze and evaluate policies, procedures, and workflows.
10. Assist Program Office staff in the analysis and requirements gathering of new or modified programs or services.
11. May assist staff in troubleshooting application systems problems; recommend modifications as appropriate.
12. Participate in routine project, program, administrative and analytical support functions within the division.

**Marginal Functions:**

1. Participate in the research of new software and hardware.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Advanced principles of business English grammar, punctuation, spelling and sentence structure.

Principles and techniques of technical writing.

Principles and techniques of policy and procedure development.

Editing, composition, and lay-out of educational and technical publications.

Principles of information technology including, but not limited to, computer programming, testing techniques, and documentation.

Microsoft Office products, including Word, Excel, PowerPoint, Visio, Access, Snapshot capture, Photo Image Editor, and Publisher or equivalent software.

Methods and techniques of research, including data collection, analysis, and reporting.

Modern office procedures and methods including use of common office software and hardware.

**Ability to:**

Perform tasks assigned involving the use of independent judgment and personal initiative within established guidelines.

Understand the organization and operation of departmental work units as necessary to perform assigned responsibilities.

CITY OF LAS VEGAS  
Technical Writer (*continued*)

**Ability to:**

- Work independently with minimal supervision.
- Prepare clear and concise reports, manuals, documents, correspondence, and procedures.
- Meet required deadlines.
- Adjust to changing priorities.
- Select appropriate format, style and language for the assignment.
- Organize information logically and sequentially.
- Communicate clearly and concisely, both orally and in writing.
- Communicate effectively with both users and technological staff.
- Learn the unique requirements and limitations of computer applications and hardware such that the operational characteristics can be organized, detailed, summarized and described for both lay and technical staff.
- 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 and keyboarding for extended periods of time; and*
  - *Operating assigned equipment.*

**Experience and Training Requirements**

**Experience:**

Two years of increasingly responsible work experience writing and editing formal technical documents.

**Training:**

Bachelor's degree from an accredited college or university with major in communications, English, journalism, computer science, business administration, information systems or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

**CITY OF LAS VEGAS**  
**Technical Writer (*continued*)**

**WORKING CONDITIONS**

**Environmental Conditions:**

Operating office environment; exposure to computer screens.

**Physical Conditions:**

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

SMM09/05/07  
FLSA & City: nonexempt

CSB 10/10/07

## EVENTS 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 plan, create, coordinate and implement special events; to plan and monitor performance against event goals and objectives and ensure event results; to interact with internal and external customers to support event objectives; and to perform related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from supervisory or management staff.

Exercises direct supervision over lower level staff.

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

#### **Essential Functions:**

1. Plan, create, coordinate and implement special events for the Mayor, council members, City Manager's Office and department directors.
2. Implement, develop, recommend and coordinate administrative tasks and procedures in the areas of pre-event and post-event planning.
3. Interview, select, train and supervise hourly staff and volunteer workers; plan, direct and assign work and schedules.
4. Coordinate outside service needs with catering concessionaires and other service providers; for smaller events, prepare food platters and beverages.
5. Develop and maintain positive working relationships with vendors, customers and other agencies.
5. Develop, administer, monitor and coordinate budgets for assigned events; purchase equipment and supplies.
6. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards.

**CITY OF LAS VEGAS**  
**Events Specialist (*continued*)**

**Essential Functions:**

7. Negotiate and coordinate event contracts with vendors; obtain required license agreements and permits for each event; ensure compliance with applicable standards.
8. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
9. Participate in the preparation and administration of the annual section budget; submit budget recommendations.
10. Plan and coordinate production of invitations, flyers and banners for special events.
11. Organize volunteer groups to assist with event preparation.
12. Prepare and maintain a variety of reports.

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of event planning.
2. May enforce facility rules and regulations.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices and techniques of event planning.

Principles of lead supervision and training.

Basic accounting principles and practices.

Basic record keeping practices and techniques.

Set-up and operation of basic audio visual equipment.

Occupational hazards and standard safety practices.

Modern office procedures and equipment, including personal computers, word processing and spreadsheet software programs.

Protocol relating to government officials and dignitaries.

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

**CITY OF LAS VEGAS**  
**Events Specialist (*continued*)**

**Ability to:**

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Work independently with minimal supervision.

Use initiative and independent judgment within established guidelines.

Interpret, explain and enforce regulations, policies and procedures.

Meet critical deadlines.

Set and adjust priorities in a rapidly changing environment.

Manage multiple assignments.

Pay close attention to detail.

Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Communicate clearly and concisely, both orally and in writing.

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible experience in event planning and implementation including one year of lead or supervisory experience.

**Training:**

Associate's degree from an accredited college or university with major in hotel administration, hospitality or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

**CITY OF LAS VEGAS**  
**Events Specialist (continued)**

**License or Certificate:**

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

Possession of a Health Card from the Southern Nevada Health District within two weeks of the date of appointment, and maintenance thereafter.

Possession of a Techniques of Alcohol Management (TAM) certification from a State of Nevada certified agency within two weeks of the date of appointment, and maintenance thereafter.

**Special Requirement**

Work schedule depends upon the event schedule, and will vary considerably, involving normal daytime hours in addition to some evenings, weekends and holidays.

**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:* 80% inside, 20% outside work depending on event site.

*Hazards:* Exposure to noise, inclement weather conditions, moving objects and vehicles, odors, fumes, dust, mist, gasses, poor ventilation, awkward positions, cramped quarters and uneven surfaces.

*Equipment Used:* Truck, trailer, two-wheeler, carts, baskets, wheeled trash bins, large plastic storage containers, buckets, ice scoop, coolers (varied sizes), large wheeled cart (Big Bertha) that is located in rear trailer to take large amounts of bottled water with ice to events; tables, chairs, podium, stanchions, canopy and sand bags.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for:

*Sitting:* Occasional sitting required when driving and during staffing of events.

*Standing:* Frequent to constant standing may be required when setting up and staffing an event.

*Walking:* Frequent to constant walking may be required when setting up and staffing an event; extensive walking required at times to effectively plan, set-up and unload trailer for an event.

*Driving:* Occasional driving required to each event.

*Bending (at waist):* Frequent bending noted when loading and unloading trailer which requires lifting, pushing and pulling, also during setting up materials at events site.

*Crouching (squat):* Occasional squat position may be required to lift items off of ground level.

*Kneeling:* Occasional kneel position may be required to place objects at lower levels.

*Climbing:* Occasional climbing in and out of truck, bed of truck, in and out of trailer and on and off curbs, stairs, etc. (17 inches to step onto trailer; 31 inches to climb into rear of truck).

*Twisting:* Frequent twisting observed when lifting items in and out of trailer.

**CITY OF LAS VEGAS**  
**Events Specialist (*continued*)**

**Physical Conditions:**

*Reaching:* Constant reaching is required to perform a majority of all job duties.

*Balancing:* Occasional balancing required to climb on and off trailer, in and out of truck bed and to manage lift and carry of sometimes awkward items.

*Lifting:* Frequent lifting is required for physical lay-out and structure of event site.

*Carrying:* Frequent carrying is required for physical lay-out of materials to include food, table, supplies, etc to assist with event set-up.

*Pushing:* Frequent pushing motions are required to set up event's site to include large wheeled cooler to hold drinks; pushing required of two-wheeler or carts to load and unload items into trailer and at event site.

*Pulling:* Frequent pulling motions are required to set up event site to include large wheeled cooler to hold drinks; also worker's had to pull various ice chests and utilized two-wheeler and cart to load items into the event site.

*Throwing:* Occasional throwing of items off of the trailer to include light objects of popcorn; binder boxes, etc.

*Repetitive Motion:* Frequent repetitive gripping to handle boxes, cases of water, and to overall perform job duties for event site.

*Other Physical Demands:* Fingering to be utilized to write, tape, computer entry and ability to knot and tie balloons. Worker must be able to grip, hold, seize and grasp boxes, materials, scoop ice, handle two-wheelers, carts etc. Repetitive wrist motions are entailed in material handling and grasp required when lifting items to and from trailer and set up tables, chairs, etc. Foot pedals are required to drive. Overall, must be able to work from floor level to extreme overhead levels to reach items etc.

SMM

NEW 7/26/07

FLSA & City: nonexempt

CSB 10/10/07

## MUNICIPAL COURT MARSHAL

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 serve as Peace Officer for the Municipal Court; to serve warrants and subpoenas and to make arrests for offenses under the jurisdiction of the Municipal Court; and to maintain order in the court and escort personnel to court and jail.

### DISTINGUISHING CHARACTERISTICS

~~This is the lower level class in the Municipal Court Marshal series. This class is distinguished from the Senior Municipal Court Marshal by the performance of the more routine duties and is not expected to perform with the same independence of direction and judgment.~~

### SUPERVISION RECEIVED

Receives general supervision from Municipal Court Marshal Lieutenant Sergeant and higher level management staff. ~~Receives technical and functional oversight from the Senior Municipal Court Marshal.~~

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Apprehend, arrest and maintain custody of offenders and individuals sought on -arrest warrants and other court orders issued by the Municipal Court judges, which often involve house searches and defendants with lengthy criminal records, including felonies.
2. Maintain order and provide security for the judge, court staff and public in the courtroom; ~~operate metal detection and x ray devices to screen citizens entering the court;~~ respond to emergency situations in Municipal Court and other city facilities as requested; provide first aid and CPR as needed.
3. Transport prisoners between court and local city and county jails; transport individuals who have been detained by other jurisdictions on city warrants.
4. Obtain criminal history and driving records, when applicable, on individuals appearing before the Court.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal (continued)**

**Essential Functions:**

5. Conduct investigations of injury and accidents occurring in any Court facility or other assigned area; investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.
6. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.
7. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
8. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern radio communication systems.
9. Initiate booking sheets and other court documents on subjects remanded to custody by the court, for subjects ordered to report to work program, house arrest, DUI counseling or assessment, traffic school and for subjects booked on weekend dates.
10. While on duty, carry a firearm and other department approved protective devices; maintain qualifications to carry a firearm.
11. Escort clerks who transport court funds to Finance Department.
12. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.
13. Prepare reports on operational assignments.

**Marginal Functions:**

1. File updated changes to the Nevada Revised Statutes and Las Vegas Municipal Codes.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Modern office procedures, methods and computer equipment.  
Basic self-defense tactics.  
Techniques of communicating with customers.  
Basic first aid techniques.  
Basic interviewing techniques.  
Basic report writing techniques.  
Proper English grammar, spelling and punctuation.

CITY OF LAS VEGAS  
Municipal Court Marshal (continued)

Ability to:

Meet and maintain the established physical requirements.

Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.

Successfully complete first aid and CPR training.

Learn to interpret and enforce laws pertaining to courtroom procedures.

Learn public relations practices.

Learn to work independently.

Learn to cope with adverse situations.

Accurately observe and remember names, faces, numbers, incidents, details and places.

Adopt quick and responsible plans of action in emergency situations.

Understand and follow oral and written instructions, regulations and laws.

Properly use and maintain a firearm.

Operate standard equipment and facilities required for assigned duties.

Communicate clearly and concisely, both orally and in writing.

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

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

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *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 choosing an appropriate and reasonable course of action;*
- *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:

- *Walking, standing or sitting for extended periods of time;*
- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations;*  
*and*
- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger, which may include exposure to:

- *Armed or dangerous persons;*
- *Communicable diseases;*
- *Hazards of emergency driving; and*
- *Natural or man-made disasters.*

CITY OF LAS VEGAS  
Municipal Court Marshal (continued)

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the field of law enforcement involving the frequent interpretation, explanation or enforcement of either an organization's policies and procedures, or public laws, codes, ordinances and regulations.

Training:

Equivalent to graduation from high school. Additional course work or training in criminal justice, sociology, psychology or a related field is desirable.

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application (P.O.S.T. requirement).

Possession, and maintenance, of a Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certificate within one year of the date of appointment, and maintenance thereafter. Formal law enforcement academy training equivalent to Nevada P.O.S.T. may be substituted; successfully challenging the Nevada P.O.S.T. Category I requirements will be required for substitution.

Must qualify with a duty firearm every quarter.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, walking, sitting, running, climbing, stooping, crouching or standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB

REV 2/26/04 (changed timing on firearm qualifying) 9/12/07

FLSA & City: nonexempt

CSB 2/14/01

**CITY OF LAS VEGAS**  
**Municipal Court Marshal (*continued*)**

| Approved 2/26/04

MUNICIPAL COURT SERVICES OFFICE SUPERVISOR

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 plan, prioritize, assign supervise, ~~assign~~ and review the work of staff responsible for operational support for the Municipal Court; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Court Support Services division Mmanager and higher level management.

Exercises direct supervision over technical and clerical 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. Plan, prioritize, assign, supervise and review the work of staff responsible for court support services both in the courtrooms and at the customer service counters; coordinate the clerical activities of the department with those of other units.~~
1. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- ~~3.2.~~ 2. Monitor Q-Matic automated customer numbering system, tracking number of tickets issued within specified time parameters; create activity reports; assist with system upgrades.
- ~~4.3.~~ 3. Supervise the collections of fines, and bail bonds and program fees; arrange and schedule court ordered installment agreements; monitor customer service level including the accuracy of information provided; conduct transfer of cash bail and prepare collection slips for audit and refund requests.
- ~~5.4.~~ 4. Maintain control over cash drawers; perform morning and evening audits of banks; compile daily deposit.
- ~~6.5.~~ 5. Monitor the automatic call distribution system (ACD) to ensure prompt response to customers; evaluate staff activity in clearing system queue; monitor accuracy and quality of

CITY OF LAS VEGAS  
Municipal Court Office Supervisor (*continued*)

information given to customers.

~~7.6. Participate in and supervise the setting of courtroom and traffic counter calendars and schedules; coordinate judicial and clerical staff coverage for video and mental health proceedings.~~

~~7. Supervise operations and training of staff on use of digital recording systems.~~

~~8. Provide information in response to public inquiries; resolve difficult problems and complaints from the public and other agencies.~~

~~10.7. Ensure that the preparation of cases, coordination of records, court summaries, appeals and data entry of new criminal citations are accomplished in a timely manner.~~

~~11.8. Supervise confirmation and entry of warrants, citations and other court related documents into the Municipal Court database; enter data from various sources; input corrections and updates; verify data for accuracy and completeness.~~

~~11. Solve minor problems on CRT terminals, personal computers and printers or report to City's Help Desk.~~

~~14.9. Prepare analytical and statistical reports on operations and activities; transfer reports from mainframe system to spreadsheet.~~

~~14.10. Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.~~

~~15.11. Oversee special projects assigned by division manager.~~

~~16.12. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures; develop productivity and accuracy standards for assigned shift or work unit.~~

~~16. Establish schedules and methods for providing court support services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.~~

~~17. Participate in the selection of technical and clerical support staff, provide or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.~~

13. Serve as liaison for the division with other city departments, divisions, public and outside agencies; receive and respond to complex and sensitive issues.

14. Coordinate and oversee records management process including seal requests.

15. Monitor and oversee license and certifications for traffic school instructors according to the federal, state, and local laws, codes and regulations.

16. Develop and administer guidelines for work program placements; locate businesses to participate in program; audit time sheets and court reports relating to work programs.

CITY OF LAS VEGAS  
Municipal Court Office Supervisor (*continued*)

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends, programs and innovations in the field of electronic data processing.
2. Perform a variety of clerical duties including archive filing, updating video, entering criminal citations and other clerical services.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a Municipal Court program.  
English usage, spelling, grammar, punctuation and composition.  
Principles and techniques of supervision, training and performance evaluation.  
Modern and complex principles and practices of record keeping and records management.  
Modern office procedures, practices and equipment, including common office software.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Interpret and explain and enforce city and Court policies and procedures.  
Use initiative and independent judgment within established guidelines.  
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and recommend best options.  
Plan, organize and prioritize assignments.  
Work independently without direct supervision.  
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 including city officials and the general public.  
~~Maintain mental capacity which allows for effective interaction and communications with others.~~  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
-- *Walking, standing or sitting for extended periods of time; and*  
-- *Operating assigned equipment.*  
Maintain effective audio-visual discrimination and perception needed for:  
-- *Making observations;*  
-- *Communicating with others;*  
-- *Reading and writing; and*  
-- *Operating assigned equipment and vehicles.*  
Maintain mental capacity which allows the capability of:  
-- *Making sound decisions;*  
-- *Effective interaction and communication with others; and*  
-- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS  
Municipal Court Office Supervisor (*continued*)

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible executive or administrative clerical experience, to include one year of supervisory or lead responsibility;

OR

Two years of general court experience to include one year of supervisory or lead responsibility.

**Training:**

~~Equivalent to an~~ Associate degree from an accredited college or university with major in accounting, business management, judicial administration, or a field related to the essential functionsfield. A combination of formal education and directly related work experience may substitute for the degree.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and courtroom environment; exposure to potentially hostile individuals; exposure to computer screens.

**Physical Conditions:**

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

GMWSMM

REV 10/10/008/24/07

FLSA: exempt; City: nonexempt

CSB 1/10/0111/14/07

## SKILLED TRADES HELPER

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 semi-skilled duties involved in the maintenance and construction of park and recreational city buildings, grounds, parks and other facilities; and to perform specialized projects as required.

### SUPERVISION RECEIVED

Receives general supervision from a Facilities Field Supervisor, Facilities Maintenance Supervisor, or Public Works Maintenance Field Supervisor. Depending on assignment, may receive functional and technical supervision from a skilled trades classification.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Participate in Maintain-maintaining city park-buildings, grounds, parks and other facilities; install and maintain fencing, repair park benches, playground shelters and other equipment.
2. Prepare ground and set forms for concrete; pour and finish concrete.
- 3.2. Assist with the construction and refurbishing of various structures.
4. Inspect park playground equipment; remove possible hazards to ensure public safety.
5. Maintain bathrooms including repairing broken fixtures; replace fixtures when necessary.
- 6.3. Operate a variety of hand and power tools and equipment including power tools, backhoe, skip loader, dump trucks and tractors motorized vehicles.
- 7.4. Install roofing, insulation and drywall.

#### When Assigned to Streets & Sanitation Division

1. Assist with block masonry construction.
2. Prepare ground and set forms for concrete; pour and finish concrete.
3. Assist with welding fabrication and installation projects.

CITY OF LAS VEGAS  
Skilled Trades Helper (*Continued*)

4. Participate in semi-skilled painting projects.

When Assigned to the Parks & Open Spaces Division

1. Install, maintain and repair chain link and wrought iron fencing, park benches, tables, playground equipment, all types of shade structures and protective shelters, and other furnishings in city parks.

2. Assist with inspection of park amenities and the repair or removal of those that present a safety hazard.

3. Assist in the general maintenance and cleaning of parks, semi-skilled painting projects, and welding fabrication and installation projects.

4. Prepare ground and set forms for concrete; assist in pouring and finishing concrete.

5. Assist with the maintenance and repair of park rest rooms and other structures.

6. Participate in park construction and rehabilitation projects.

When Assigned to Facilities Management Division

1. Install, maintain, adjust and make minor repairs to building hardware, windows, sashes, doors, trim work, electrical fixtures, lamps, switches, sinks, commodes, water heaters, swamp coolers, air conditioning systems, flooring, walls, roofs, painted surfaces and other building components.

2. Assist in relocating building equipment.

3. Maintain daily logs and complete required documentation and records.

4. Assist in the construction or remodel of buildings.

**Marginal Functions:**

1. Perform general cleanup of job sites.
2. Perform special projects as assigned.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

**CITY OF LAS VEGAS**  
**Skilled Trades Helper (Continued)**

Care, operation and maintenance of a variety of hand and power tools and equipment used in general maintenance.

~~Generally accepted principles~~ Basic techniques and practices of general maintenance, carpentry, plumbing, painting and refrigeration.

Properties and techniques of concrete preparation, pouring and finishing.

Occupational hazards and standard safety practices.

**Ability to:**

Operate a variety of hand and power tools in a safe and effective manner.

~~Perform general building maintenance, including carpentry, painting and plumbing.~~

~~Set forms for concrete projects.~~

Assist with a wide variety of construction and maintenance assignments.

Understand and follow oral and written instructions.

Read and understand English at a level necessary for successful job performance.

Work without constant supervision, depending on assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective 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:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

**Experience and Training Requirements**

**Experience:**

One year of general maintenance, carpentry, painting, plumbing or air-conditioning experience is desirable.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Additional specialized training in one of the skilled trades is desirable.

**License or Certificate**

**CITY OF LAS VEGAS**  
**Skilled Trades Helper (Continued)**

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

**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 performed 50% indoors and 50% outdoors subject to typical weather conditions, not climate controlled, including travel from site to site.

*Hazards:* Working around moving equipment, working at heights, exposure to dust, noise, odors, fumes, wet, oily or slippery surfaces, toxic or caustic chemicals, sharp objects and blades, pinch points, cramped or confined spaces, electrical shock, and burns.

*Equipment Used:* Variety of hand and power tools, backhoe, skip loader, dump trucks, tractors, trenching equipment, motor vehicles.

*Safety Equipment:* Safety harness, hardhat, safety glasses, respirator, face shield, safety shoes, gloves, hearing protection, back support belt.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for:

*Standing/walking:* Constantly, throughout shift in various locations. May walk up to 1-2 miles per shift.

*Sitting:* Infrequently, while driving, or performing construction or repair at floor level.

*Lift/carry:* Frequently, up to 50 lbs., for distances up to 100 ft., materials, tools, equipment. Occasionally, 50-100 lbs., loading and unloading heavy materials and equipment, carry distances up to 50 ft. Assistive devices available for heavy lifting and carrying.

*Push/pull:* Frequently, using both hands and arms, exerting force of up to 10-50 lbs. while performing heavy manual labor tasks, and operating power equipment.

*Climbing:* Occasionally, stairs, ladders and scaffolding up to 40 ft.

*Bending/twisting:* Constantly, at waist, knees and neck while performing work, often in cramped and awkward positions. May work for extended periods with tools overhead.

*Kneeling/crouching/crawling:* Frequently, while pouring or finishing concrete, building forms or repairing other items on ground and floor level.

*Hands/arms:* Constant use of both hands and arms in reaching, handling, grasping, fingering while using hand and power tools throughout shift. Frequent overhead reaching required. May operate equipment subject to vibration for extended periods.

*Sight:* Constantly, to detect, analyze and complete repairs and construction assignments. Visual requirements include peripheral vision, depth perception, hand, eye and foot coordination, and visual acuity in near-, mid- and far-ranges.

*Speech/hearing:* Constantly, in communicating with coworkers and maintaining safe work environment.

*Other physical demands:* Frequently, handles large size materials, 4 ft. x 8 ft. sheets. Moves heavy equipment, occasionally works in trenches.

**CITY OF LAS VEGAS**  
**Skilled Trades Helper (*Continued*)**

| REV ~~2/8/01~~7/10/07  
FLSA & City: non-exempt

| CSB ~~7/11/01~~

## TECHNICAL WRITER

*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 write, edit, index, and revise a variety of technical materials and documentation including reports, brochures, work flow diagrams, user manuals, policies and procedures and other appropriate documentation, both online and written; use of web-based text and illustrations for the City's information systems software including the Intranet and Internet web sites, equipment usage, policies, procedures, guidelines, and work rules; and to perform a variety of technical duties related to assigned area of responsibility.

### SUPERVISION RECEIVED

Receives general supervision from the assigned ~~Information Technologies Manager or higher management staff.~~ City Manager's Enterprise Program Manager or higher-level management staff. May receive functional or technical direction from Program Office staff.

~~Receives functional and technical supervision from the Quality Assurance Administrator. May receive functional or technical direction from Program Office 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. ~~Originate~~ Write, edit, index and revise a variety of technical manuals materials, user manuals, and documentation including reports, brochures, work flow diagrams, user manuals, policies and procedure customer material for Internet use, departmental/section/work unit policies and procedures and other appropriate documentation, both online and written, with the guidance and assistance of project Program Office coordination staff and designated departmental end user representatives.
  2. ~~Assist Program Office staff in the analysis and requirements gathering of new or modified programs or services; p~~ Prepare "as is" and "to be" workflow charts; draft and revise policies and procedures applicable to department, division, section, or work unit.
  3. Assist in the preparation of test data and scripts used to validate applications prior to implementation; participate in the testing and troubleshooting of existing and newly developed applications; prepare desktop procedures to be implemented.
2. ~~Create and update reports for computer systems using report writer tools as requested; search for and download information from the Internet for inclusion in reports when appropriate.~~

CITY OF LAS VEGAS  
Technical Writer (*continued*)

- ~~3.4.~~ Draft, edit, and revise policies and procedures consistent with City standards; submit for review, approval and posting according to established procedures; review and recommend clarification and improvement in existing policies and procedures and, with approval, perform the required modifications.
- ~~4.~~ Draft, edit and revise guidelines and work rules for IT functions in support of departmental and City policies and procedures.
5. Compose, edit, and revise ~~web-based text and "how to" guides and illustrations for City of Las Vegas Intranet and Internet web sites~~ users.
6. Draft, edit and revise brochures, desktop procedures, and other customer information for a variety of uses, including department-focused and application systems-related versions.
- ~~8.7.~~ Participate in the training of users in the use of new or modified computer applications, hardware and procedures.
- ~~9.8.~~ Coordinate related activities such as posting or production of documents, scheduling ~~and~~ facilitating meetings, preparing agendas, editing meeting minutes and maintaining files; compose and send correspondence to various types of customers.
9. Research, analyze and evaluate policies, procedures, and workflows.
10. Assist Program Office staff in the analysis and requirements gathering of new or modified programs or services.
- ~~10.11.~~ May assist staff to solve in troubleshooting application systems problems; recommend modifications as appropriate.
12. Participate in routine project, program, administrative and analytical support functions within the Division.

**Marginal Functions:**

1. Participate in the research of new software and hardware.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Advanced principles of business English grammar, punctuation, spelling and sentence structure.

Principles and techniques of technical writing.

Principles and techniques of policies and procedures development.

CITY OF LAS VEGAS  
Technical Writer (*continued*)

Editing, composition, and lay-out of educational and technical publications.  
Principles of information technology including, but not limited to, computer programming, testing techniques, and documentation.  
Microsoft Office products, including Word, Excel, PowerPoint, ~~Visio, and Access~~, Snapshot capture, ~~Photo/Image~~ Photo Image Editor, and Publisher or equivalent software.  
Methods and techniques of research, including data collection, analysis, and reporting.  
Modern office procedures and methods including use of common office software and hardware.  
Database report writing tools, such as Crystal Reports or Oracle Reports.

**Ability to:**

Perform tasks assigned involving the use of independent judgment and personal initiative within established guidelines.

Understand the organization and operation of departmental work units as necessary to perform assigned responsibilities.

Work independently without direct minimal supervision.

Research, analyze and evaluate policies, procedures, and workflows.

Prepare clear and concise reports, manuals, documents, correspondence, and procedures.

Meet required deadlines.

Adjust to changing priorities.

Select appropriate format, style and language for the assignment.

Organize information logically and sequentially.

Communicate clearly and concisely, both orally and in writing.

Communicate effectively with both users and technological staff.

Learn the unique requirements and limitations of computer applications and hardware such that the operational characteristics can be organized, detailed, summarized and described for both lay and technical staff.

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

**Experience and Training Requirements**

**Experience:**

CITY OF LAS VEGAS  
Technical Writer (*continued*)

One-Two years of increasingly responsible work experience writing and editing formal technical documents.

**Training:**

~~Equivalent to a bachelor's degree from an accredited college or university with major in communications, English, journalism, computer science, information systems, or a closely related field.~~ Bachelor's degree from an accredited college or university with major in communications, English, journalism, computer science, business administration, information systems or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

**WORKING CONDITIONS**

**Environmental Conditions:**

Operating office environment; exposure to computer screens.

**Physical Conditions:**

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

ARBSMM  
REV 2/10/0509/05/07  
FLSA & City: nonexempt

CSB 3/9/05

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

Date: October 10, 2007

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

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**SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: KERRY ESPARZA**

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

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Kerry Esparza, an employee from May 17, 2004 to August 28, 2007, has requested to be placed on the Rehire List for Secretary. A copy of his/her Department Director's approval is attached for the Board's information and review.

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the to the Director of Human Resources, or designee, and must (a) have had regular status in any classification formerly held; (b) have left the City's employment in good standing within the past twenty-four months; and (c) receive the Civil Service Board's approval of said request.

Kerry Esparza meets the criteria for placement on the Rehire List and it is recommended that the Board approve his/her request.

Martha Davis

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**From:** Judy Tuttle  
**Sent:** Monday, September 24, 2007 8:54 AM  
**To:** James Carmany  
**Cc:** Martha Davis  
**Subject:** RE: Kerry Esparza-Consideration for the Rehire Listing

5/17/04 - 8/28/07

Thank you, Jim. We will place this on the Civil Service Board agenda for their approval.

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**From:** James Carmany  
**Sent:** Monday, September 24, 2007 8:10 AM  
**To:** Judy Tuttle  
**Cc:** Sandy Santamaria  
**Subject:** FW: Consideration for the Rehire Listing

Judy:  
I'm not sure if I made this request, however, if not, I do approve and would request Kerry Esparza's name be placed on the rehire list.  
Thank you  
Jim

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**From:** Sandy Santamaria  
**Sent:** Tuesday, August 28, 2007 3:31 PM  
**To:** James Carmany  
**Subject:** FW: Consideration for the Rehire Listing

Jim- please see series of e-mails below and if you approve forward to Judy Tuttle. Thank you.

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**From:** Sandra Scott  
**Sent:** Tuesday, August 28, 2007 2:29 PM  
**To:** Sandy Santamaria  
**Subject:** FW: Consideration for the Rehire Listing

Sandy,  
Please place Kerry Esparza's name on the CLV rehire list. Thank you!

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**From:** Kerry Esparza  
**Sent:** Tuesday, August 28, 2007 2:23 PM  
**To:** Sandra Scott  
**Subject:** Consideration for the Rehire Listing

Sandra,

I know I'm just headed outside the doors of Muni Court ASED, but I was hoping you could give me consideration to be placed on the rehire list.

Thank you,

Kerry Esparza, Secretary to Sandra Scott  
(702) 229-6442 (Office)  
(702) 382-1783 (Fax)

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date October 10, 2007

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

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**SUBJECT: E. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST**

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

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The City is requesting that the following eligible list(s) be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Public Safety Technician - Promotional
2. Public Safety Technician - Open

The reasoning is as follows:

The current eligible list(s) no longer suit the needs of the department.

**RECOMMENDATION**

The City recommends approval of the abolishment of these lists.

**From:** Judy Tuttle  
**Sent:** Monday, September 24, 2007 5:54 PM  
**To:** Benet Murphy  
**Cc:** Martha Davis  
**Subject:** RE: Abolish Public Safety Technician Eligible List

Thank you, Benet. We will place this request on the Civil Service Board Agenda.

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**From:** Benet Murphy  
**Sent:** Monday, September 24, 2007 3:31 PM  
**To:** Judy Tuttle  
**Subject:** Abolish Public Safety Technician Eligible List

Please accept this as a formal request to abolish the current eligible list for Public Safety Technician. The list was originally certified November 23, 2005 and has been extended three times.

A total of 39 candidates were eligible; 17 candidates in Group 1; 22 in Group 2. We previously hired 6 candidates leaving 33 eligible. One additional candidate has been identified and will commence employment October 2, 2007. 7 candidates withdrew; 1 declined; 8 did not pick up or return their background packet. The remaining 16 candidates were not suitable pursuant to our background and/or suitability assessment testing.

Your consideration is greatly appreciated. Thank you.



CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 10, 2007

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

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SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

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BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

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CLASSIFICATION SPECIFICATIONS:

REVISED

1. Court Services Supervisor
2. Municipal Court Marshal
3. Skilled Trades Helper
4. Technical Writer

Court Services Supervisor (formerly Municipal Court Office Supervisor) was revised to reflect current duties and was changed to a more appropriate job title.

Municipal Court Marshal – revised the minimum qualifications.

Skilled Trades Helper was revised to include “when assigned to” sections.

Technical Writer was revised to reflect current duties in preparation for upcoming recruitment.

NEW

5. Events Specialist

Events Specialist was created at the request of the department.

RECOMMENDATION

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