

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

**Department of Human Resources**

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

**Training Room #4**

**Las Vegas, Nevada**

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

**AGENDA**

**DATE: April 27, 2011**

**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: April 13, 2011
- IV BUSINESS
  - A. ELIGIBLE LISTS TO BE CERTIFIED
    - 1. Control Center Supervisor – Promotional
    - 2. Fire Engineer – Promotional
    - 3. Minutes Clerk – Promotional
    - 4. Minutes Clerk – Open
  - B JOB DESCRIPTIONS FOR APPROVAL
    - 1. Deputy City Clerk, formerly Deputy City Clerk I/II (X) – Revised
    - 2. Legal Technician I/II – Revised
    - 3. Senior Deputy City Clerk – Revised
  - C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST
    - 1. Fire Engineer - Promotional
- V. ITEMS FOR DISCUSSION: BOARD ACTION REQUIRED
  - 1 None
- VI. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

Facilities are provided throughout City Hall for the convenience of disabled persons. If you need an accommodation to attend and participate in this meeting, please call Human Resources 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  
April 13, 2011  
REGULAR MEETING**

Agenda Documentation  
April 27, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: Dan Tarwater  
SECRETARY TO THE BOARD

I. CALL TO ORDER: April 13, 2011 at 4:30 p.m. in the Human Resources Department.

ROLL CALL: Malcolm White - Present  
Ed Miramontes – Present  
Priscilla Rocha – Absent  
Evelyn Beals – Present  
David Steinman – Present

STAFF PRESENT  
Dan Tarwater  
Glenna Kouns  
Ann Rubertino-Beck  
Sue Brown  
Graciél Manginelli

OTHERS PRESENT  
Nancy Deaner - CLV

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

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

III. APPROVAL OF MINUTES of Minutes for the Regular Meeting for March 23, 2011: Trustee Evelyn Beals pointed out a typo in the March 23, 2011 minutes. Staff will make the necessary changes. Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of March 23, 2011. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Corrections Officer (Lateral) – Open
2. Court Services Supervisor – Promotional
3. Public Safety Technician – Promotional
4. Public Safety Technician – Open

A motion was made by Trustee David Steinman to approve items 1 through 4 of the Eligible Lists to be Certified. Trustee Evelyn Beals seconded the motion. Motion Carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Communications Specialist (911 Operator) – Open
2. Special Inspections Auditor – Promotional

A motion was made by Trustee David Steinman that items 1 and 2 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. JOB DESCRIPTIONS FOR APPROVAL

1. Cultural Programming Specialist, formerly Senior Cultural Activities Specialist – Revised
2. Cultural Specialist, formerly Cultural Leader I/II (X) – Revised
3. Cultural Supervisor, combining the former Cultural Center Coordinator and Senior Theater Program Specialist – Revised
4. Production Technician, formerly Theater Technician I/II (X) – Revised
5. Senior Cultural Specialist, formerly Cultural Activities Specialist – Revised
6. Technical Administrative Supervisor, formerly Technical Theater Supervisor – Revised
7. Theater Program Specialist – Revised

Trustee David Steinman asked if the new job descriptions were different jobs. Human Resources Administration Ann Rubertino-Beck replied that the titles were being combined.

A motion was made by Trustee Malcolm White to approve items 1 through 7 of the Job Descriptions for Approval Lists. Trustee Evelyn Beals seconded the motion. Motion Carried.


II. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None

V. CITIZEN PARTICIPATION

1. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.

  
\_\_\_\_\_  
Dan Tarwater  
Secretary to the Board





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



CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 27, 2011

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TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, 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: 4

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Control Center Supervisor – Promotional	4	4	4
2. Fire Engineer – Promotional	25	25	22
3. Minutes Clerk – Promotional	1	1	1
4. Minutes Clerk – Open	20	13	13

CITY OF LAS VEGAS

ELIGIBLE LIST

Control Center Supervisor  
Examination

April 12, 2011  
Examination Date

117945603P  
Exam Code

Promotional  
Open/Promotional

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

REPORT OF EXAMINATION

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Engineer**  
**Examination**

**Written Test: February 24, 2011**  
**Performance Test: April 4 - 5, 2011**  
**Examination Date**

**11435001P**  
**Exam Code**

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

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	25	GROUP 1	6
REJECTED	0	GROUP 2	13
<b>TOTAL RECEIVED</b>	<b>25</b>	GROUP 3	3
		<b>TOTAL ON LIST</b>	<b>22</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	30%		70%	
PASSED	25		22	
FAILED	0		3	
<b>TOTAL TESTED</b>	<b>25</b>		<b>25</b>	
<b>DID NOT APPEAR</b>	<b>0</b>		<b>0</b>	

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Minutes Clerk  
Examination

April 11, 2011  
Examination Date

117976003P  
Exam Code

Promotional  
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Minutes Clerk**  
**Examination**

**April 11, 2011**  
**Examination Date**

**1179760030**  
**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	13	GROUP 1	6
REJECTED	7	GROUP 2	7
<b>TOTAL RECEIVED</b>	<b>20</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	0			
<b>TOTAL TESTED</b>	<b>13</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date: April 27, 2011

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: D. TARWATER, SECRETARY**

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**SUBJECT: B. JOB DESCRIPTIONS FOR APPROVAL**

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**JOB DESCRIPTIONS:**

**REVISED**

1. Deputy City Clerk, formerly Deputy City Clerk I/II (X)
2. Legal Technician I/II
3. Senior Deputy City Clerk

The above job descriptions were revised as part of the Segal class/comp study.

**RECOMMENDATION**

The City recommends approval of the revised job descriptions.

## DEPUTY CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### DEFINITION

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

### DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Deputy City Clerk series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED

Receives immediate supervision from the Chief Deputy City Clerk and higher level management staff.

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

#### Essential Functions:

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

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

**Essential Functions:**

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

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

Modern office procedures, methods and computer equipment.

Techniques of taking and transcribing minutes.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Principles of numerical and alphabetical filing systems.

Principles of business letter writing and basic report preparation.

Principles and techniques of taking and preparing minutes for official government meetings.

Pertinent local and state laws, codes and regulations including municipal election laws and procedures, procurement laws and procedures and the Nevada open meeting and financial disclosure laws.

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

**Skills in:**

Learning about city ordinances and applicable municipal codes.  
Learning to understand the organization and operation of the city, the Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.  
Compiling and maintaining records.  
Typing at a speed necessary for successful job performance.  
Learning specialized software for assigned responsibilities.  
Understanding and following oral and written instructions.  
Maintaining confidentiality of information.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.  
Working independently in the absence of supervision.  
Planning and organizing work to meet scheduled deadlines.  
Complying with all posting and publication guidelines of the Nevada open meeting law.

**Experience and Training Requirements**

**Experience:**

Two years of responsible secretarial or clerical experience.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

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

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

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

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

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 3/24/11, [formerly Deputy City Clerk I/II (X)]

FLSA & City: nonexempt

CSB 4/27/11

LEGAL TECHNICIAN I  
LEGAL TECHNICIAN II

*Class specifications are not intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Provides a wide variety of routine to difficult legal office support to the Office of the City Attorney which is often confidential and may include reception duties, document processing, typing, word processing, computer entry, record keeping and filing. Prepares and maintains cases for court proceedings, ensuring all files, documents and other items are included. Assists public with inquiries.

**DISTINGUISHING CHARACTERISTICS**

**Legal Technician I:** This is the entry-level class within the Legal Technician series. Initially under close supervision, incumbents conduct duties limited in scope and learn general, court, legal office and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore, remain at an entry level.

**Legal Technician II:** This is the journey level class within the Legal Technician series, fully competent to independently perform a variety of responsible legal office support duties. Specific duties, including the amount of typing, word processing, use of computers and contact with the public, will vary with the organizational unit to which assigned. This class is distinguished from the Legal Technician I in that it performs difficult, technical, complex or specialized legal office support duties, which require an additional definable body of technical knowledge or skill. Employees in this class receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

**SUPERVISION RECEIVED**

**Legal Technician I**

Receives immediate supervision from supervisory staff.

**Legal Technician II**

Receives general supervision from supervisory staff.

May train less experienced employees in proper procedures, methods and techniques.

**CITY OF LAS VEGAS**  
**Legal Technician I/II**

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

**Essential Functions:**

1. Provides information in person and over the telephone in a professional and courteous manner to the general public regarding court procedures and schedules. Responds to a wide variety of inquiries. Performs intake and processes all matters submitted for prosecution including citations, arrests, requests for prosecution, and others. Prepares and disseminates legally mandated information as required.
2. Creates, amends or deletes basic to complex entries in computer database.
3. Assembles and maintains a variety of files, legal documentation and records in a timely manner. Verifies and orders agency documentation as required. Researches problems with documentation or missing information.
4. Updates court calendars. Locates cases, organizes files, and ensures appropriate documentation is available. Lends support for high volume workload areas.
5. Collects money from the public for payment of fees. Prepares daily cash balance reports and bank deposits. Reconciles and verifies cash receipts and deposits for other staff.
6. Compiles information and data for statistical and financial reports. Maintains a variety of statistical records. Checks and tabulates statistical data.
7. Assists in training less experienced personnel in the proper job procedures, methods and techniques.
8. Participates in providing technical clerical services in support of assigned functions.
9. Performs and participates in various record keeping and clerical duties in support of assigned functions. Maintains paper and electronic filing systems, including preparing, scanning, and indexing documents. Retrieves filed documents upon request.
10. Formats, prepares and proofreads a variety of documents and forms including general and legal correspondence, reports, and memoranda.
11. Operates a variety of office equipment including a switchboard, calculator, copier, facsimile machine, shredder, microfilm machine, computer terminal and personal computer; input and retrieve data and text; organize and maintain disk storage and filing.

**CITY OF LAS VEGAS  
Legal Technician I/II**

**Marginal Functions:**

1. May be required to be a notary public.
2. Receives, sorts and distributes incoming and outgoing correspondence or other related materials.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Legal Technician I**

**Knowledge of:**

Basic services, methods and techniques of clerical office support.  
Basic principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Basic methods and procedures of data entry.  
Basic principles and techniques of customer service.  
Basic mathematical principles.  
Basic modern office procedures, methods and computer equipment.  
Common word processing software.

**Skills in:**

Providing service in a courteous and professional manner.  
Maintaining confidentiality of work performed.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

One year of general clerical or office support experience; court or legal operations clerical or support experience is preferred.

**Training:**

Equivalent to graduation from high school.

**License or Certificate:**

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

**CITY OF LAS VEGAS**  
**Legal Technician I/II**

**Legal Technician II**

In addition to the qualifications for Legal Technician I:

**Knowledge of:**

Principles and procedures of legal record keeping.  
Mathematical principles.  
Modern office procedures, methods and computer equipment.  
Basic personal computer operations and common office software used in a legal office.  
Services, methods and techniques of clerical legal office support.  
Methods and procedures of data entry.  
Principles and techniques of customer service.

**Skills in:**

Working independently without direct supervision.  
Meeting schedules and timelines.

**Experience and Training Requirements**

**Experience:**

One year of increasingly responsible court or legal operations clerical or support experience.

**Training:**

Equivalent to graduation from high school.

**License or Certificate:**

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application

May be required to be bi-lingual.

CITY OF LAS VEGAS  
Legal Technician I/II

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environments; exposure to computer screen and potentially hostile individuals.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL  
REV 3/9/11  
FLSA & City: nonexempt

CSB 4/27/11

## SENIOR DEPUTY CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### DEFINITION

Leads and coordinates the processing of meeting minutes for various official meetings under the purview of the City Clerk's office. Trains and provides guidance to Deputy City Clerks and Minutes Clerks to ensure legal deadlines and reporting requirements are met. Attends various official meetings and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Deputy City Clerk series. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility, and acts as a lead worker, training and overseeing the work of less experienced clerks.

### SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Chief Deputy City Clerk and higher level management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress and reviewing results.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Leads and coordinates the preparation, distribution and publication of electronic public meeting agenda, action minutes audio/video and final minutes for various official meetings under the purview of the City Clerk's office. Documents, tests, drafts and maintains procedures regarding electronic agenda processes and related functions. Troubleshoots, resolves, or coordinates the resolution of technical issues or problems with the electronic agenda software.
2. Serves as liaison between the Clerk's office and city departments regarding the agenda processes and software; trains city staff to use the agenda software to submit documents electronically, and to view agenda components and video of past meetings.

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

**Essential Functions:**

3. Serves as a lead to Deputy City Clerks and Minutes Clerks, providing functional and technical oversight and training; assigns, plans, directs, coordinates and schedules assignments; monitors work progress and reviews work results; ensures assignments are completed to meet legal deadlines and requirements.
4. Assists with responding to the more difficult inquiries regarding City Clerk functions and records.
5. Attends and provides support for public and official meetings as necessary. Records, proofreads, edits, and finalizes meeting minutes. Processes and verifies backup documentation submitted for the meeting consistent with statutory compliance.
6. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards, and Final Action notices.
7. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code; coordinates with local newspaper to ensure deadlines are met.
8. Assists with developing and implementing program and service goals and objectives; participates in implementing approved policies and procedures.
9. Prepares monthly and special reports.
10. Occasionally attends off-site and regular meetings during other than normal business hours.
11. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

**Marginal Functions:**

1. Responds to inquiries from the public, city staff and other government agencies in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Administers oaths of office, notarizes documents, processes passport services and collects fees.
3. Receives all contract bids, stamp in, maintain log and deliver bids to the Purchasing and Contracts Division.
4. Assists with the city elections.
5. Performs related duties and responsibilities as required.

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

**QUALIFICATIONS**

**Knowledge of:**

Principles of lead supervision and training.  
Services of a municipal Clerk's office.  
Advanced principles, procedures and legal requirements of public record keeping.  
Principles and techniques of taking and transcribing minutes for official and public meetings.  
Principles and techniques of numerical and alphabetical filing systems.  
Principles and techniques of customer service.  
English usage, spelling, grammar, punctuation and sentence structure.  
Modern office procedures, methods and equipment.  
Personal computer operations and common office software at a basic level, including word processing, spreadsheet and email.  
Techniques for navigating the Internet.  
Principles and techniques of business letter writing and report preparation.  
Pertinent federal, state and local laws, codes, regulations, including the Nevada open meeting law.

**Skills in:**

Understanding the needs of the City Clerk's office and its customers as necessary to perform assigned responsibilities.  
Understanding and following oral and written instructions.  
Maintaining confidentiality of information when required by statute or policy.  
Planning, organizing and prioritizing assignments to meet required timelines, including the work of assigned staff.  
Managing multiple assignments.  
Meeting critical deadlines.  
Complying with all posting and publication requirements of the Nevada open meeting law.  
Adjusting to changing priorities.  
Working independently with minimal supervision.  
Learning the specialized software used in the City Clerk's office.  
Applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.  
Using initiative and judgment within established guidelines.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

Five years of increasingly responsible secretarial or clerical experience, preferably in a city or county clerk's office.

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

Training:

Equivalent to graduation from high school. Specialized secretarial training is desirable.

License or Certificate

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

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

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

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

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL  
REV 3/24/11  
FLSA & City: nonexempt

CSB 4/27/11

DEPUTY CITY CLERK I  
DEPUTY CITY CLERK II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job*

DEFINITION

~~Provides clerical support for the city council. Attends various official council meetings under the purview of the City Clerk's office and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public. To provide support at various official meetings under the purview of the City Clerk's Office, by taking and transcribing minutes and supporting documentation; to perform clerical duties in support of the City Clerk's Office; and to assist in maintaining official city records.~~

DISTINGUISHING CHARACTERISTICS

~~Deputy City Clerk I This is the entry level class in the Deputy City Clerk series. This class is distinguished from the Deputy City Clerk II by the performance of the more routine tasks and duties assigned to positions within the series including copying and assembling Council meeting packages and delivering agendas to Graphic Arts. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.~~

~~Deputy City Clerk II This is the full journey level class within the Deputy City Clerk series. Employees within this class are distinguished from the Deputy City Clerk I by the performance of the full range of duties as assigned including taking and transcribing minutes of various meetings as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.~~

SUPERVISION RECEIVED

Deputy City Clerk I

Receives immediate supervision from the Chief Deputy City Clerk and ~~advanced functional supervision from the Chief Deputy City Clerk~~ higher level management staff.

Deputy City Clerk II

~~Receives general supervision from the City Clerk and functional supervision from the Chief Deputy City Clerk.~~

CITY OF LAS VEGAS

Deputy City Clerk I/II (continued)

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

Essential Functions:

1. Answer office telephones and provide information to the public and internal staff. Responds to inquiries from the public, city staff and other governmental agencies in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- ~~2. Type and proofread a wide variety of reports, letters, forms and resolutions; type from rough draft or verbal instruction; compose correspondence related to assigned responsibilities. Transcribe minutes from note taking and tape.~~
2. Attends and provides clerical support for city meetings as assigned.
3. Records, proofreads, edits and finalizes meeting minutes.
4. Processes and verifies backup documentation submitted for meetings consistent with statutory compliance.
- ~~3. As needed, take minutes at various meetings, including, but not limited to, the Recommending Committees, City Planning Commission and City Council meetings.~~
5. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards and Final Action notices.  
~~Assist in the preparation of the City Council meeting books and packages; prepare and transcribe minutes after each City Council meeting.~~
6. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code; coordinates with local newspaper to ensure that deadlines are met.
- ~~5. Prepare, mail and distribute action letters after each City Council meeting pertaining to Planning and Development Department agenda items.~~
- ~~5.~~
- ~~6. Assists with city elections as required.~~
- ~~6. When required, assist the Records Division with activities to process, index, file and retrieve official city documents, records and archives including ordinances, resolutions, contracts, bonds, agreements, deeds, insurance documents and meeting minutes; certify copies as required.~~
- ~~7.~~
- ~~8.7. Prepares monthly reports; prepare and post required notices.~~
- ~~9.8. Occasionally attends off-site and regular meetings during other than normal business hours.~~
- 8.9. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

CITY OF LAS VEGAS

Deputy City Clerk I/II (continued)

Marginal Functions:

1. Administers oaths of office, notarizes documents, processes passport services and collects fees. Notarize documents as required; administer oaths of office in the absence of the City Clerk and Chief Deputy City Clerk.
2. ~~Perform related duties and responsibilities as required.~~
- 3.2. Receives all contract bids, stamps in, maintains log and delivers bids to the Purchasing and Contracts Division.
- 4.3. Acts as liaison between the City Clerk's Office and all departments regarding legal documents and agenda items.
- 5.4. Assists the public with requests for research of City the Clerk's records.
5. Assists with cCity elections as required.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Deputy City Clerk I

Knowledge of:

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

Skills in Ability to:

Learning about city ordinances and applicable municipal codes.  
Learning to understand the organization and operation of the city, the City Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.  
Compiling and maintaining records.  
Typing at a speed necessary for successful job performance.  
Learning to operate stenowriting equipment. Learning specialized software for assigned responsibilities.  
Understanding and following oral and written instructions.  
Maintaining confidentiality of information.

CITY OF LAS VEGAS

Deputy City Clerk I/II-(continued)

Communicating clearly and concisely, both orally and in writing.

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

Working independently in the absence of supervision.

Planning and organizing work to meet scheduled deadlines.

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

Maintain effective audio-visual discrimination and perception needed for:

———— *Making observations;*

———— *Communicating with others;*

———— *Reading and writing; and*

———— *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

———— *Making sound decisions;*

———— *Effective interaction and communication with others, and*

———— *Demonstrating intellectual capabilities.*

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

———— *Sitting for extended periods of time; and*

———— *Operating assigned equipment.*

Experience and Training Requirements

Experience:

One year Two years of responsible secretarial or clerical experience is preferable.

Training:

Equivalent to graduation from high school, ~~supplemented by specialized applicable training.~~

License or Certificate

~~Must type 5060 net words per minute and use shorthand, speedwriting, a court reporting machine or any other method to take notes at 8090 net words per minute, as demonstrated by test certificates dated no more than one year prior to the date of application.~~

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

License or Certificate

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

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

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

CITY OF LAS VEGAS  
Deputy City Clerk I/II (continued)

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

**Deputy City Clerk II**

In addition to the qualifications for Deputy City Clerk I:

**Knowledge of:**

Principles of business letter writing and basic report preparation.  
Principles and techniques of taking and preparing minutes for official government meetings.  
Pertinent local and state laws, codes and regulations including municipal election laws and procedures and the Nevada open meeting and financial disclosure laws.

**Ability to:**

Work independently in the absence of supervision.  
Plan and organize work to meet scheduled deadlines.  
Comply with all posting and publication guidelines of the Nevada open meeting law.

**Experience and Training Requirements**

**Experience:**

Eighteen months of responsible secretarial or clerical experience.

**Training:**

Equivalent to graduation from high school supplemented by specialized applicable training.

**License or Certificate**

Must type 60 net words per minute and use shorthand, speedwriting, a court reporting machine or any other method to take notes at 90 net words per minute, as demonstrated by test certificates dated no more than one year prior to the date of application.

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

Essential and marginal functions may require:  
maintaining physical condition necessary for sitting for prolonged periods of time.  
Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

CITY OF LAS VEGAS

Deputy City Clerk I/II (continued)

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

-- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

-- Making observations;

-- Communicating with others;

-- Reading and writing; and

-- Operating assigned equipment.

Maintaining mental capacity which allows the capability of:

-- Making sound decisions;

-- Effective interaction and communication with others; and

-- Demonstrating intellectual capabilities.

ARBSEGAL

REV 4/12/073/24/11, formerly Deputy City Clerk I/II (X)

FLSA & City: nonexempt

CSB 5/9/07

Segal 07/07/2010

Clerk 09/14/2010

LEGAL TECHNICIAN I  
LEGAL TECHNICIAN II

*Class specifications are not 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 Provide a wide variety of routine to difficult legal office support to the Office of the City Attorney which is often confidential and may include reception duties, document processing, typing, word processing, computer entry, record keeping and filing. Prepares and maintains cases for court proceedings, ensuring all files, documents and other items are included. Assists public with inquiries.

DISTINGUISHING CHARACTERISTICS

Legal Technician I: This is the entry-level class within the Legal Technician series. Initially under close supervision, incumbents conduct duties limited in scope and learn general, court, legal office and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore, remain at an entry level.

Legal Technician II: This is the journey level class within the Legal Technician series, fully competent to independently perform a variety of responsible legal office support duties. Specific duties, including the amount of typing, word processing, use of computers and contact with the public, will vary with the organizational unit to which assigned. This class is distinguished from the Legal Technician I in that it performs difficult, technical, complex or specialized legal office support duties, which require an additional definable body of technical knowledge or skill. Employees in this class receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Legal Technician I

Receives immediate supervision from supervisory staff.

Legal Technician II

CITY OF LAS VEGAS  
Legal Technician I/II

Receives general supervision from supervisory staff.

May train less experienced employees in proper procedures, methods and techniques.

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

**Essential Functions:**

1. Provides information in person and over the telephone in a professional and courteous manner to the general public regarding court procedures and schedules; Responds assist in responding to the more a wide variety of difficult inquiries; Performs intake and processes all matters submitted for prosecution including citations, arrests, requests for prosecution, and others. Prepares and disseminates legally mandated information as required.

1.2. Creates, amends or deletes basic to complex entries in computer database.

2.3. Assembles and maintains a variety of files, legal documentation and records in a timely manner; Verifies and orders agency documentation as required; Researches problems with documentation or missing information; perform data entry; understand, explain and direct such procedures.

4. Updates court calendars. Locates cases, organizes files, and ensures appropriate documentation is available. Lends support for high volume workload areas.

~~4. Update court calendar; enter and update into Municipal Court mainframe computer database; locate cases; lend support for high volume workload areas; prepare and disseminate legally mandated information as required.~~

4.5. Collects money from the public for payment of fees; Prepares daily cash balance reports and bank deposits. Reconciles and verifies cash receipts and deposits for other staff. ~~balance cash receipts at the end of shift.~~

5.6. Compiles information and data for statistical and financial reports. Maintains a variety of statistical records. Checks and tabulates statistical data. ~~Compile daily and weekly statistics for management.~~

6.7. Assists in training less experienced personnel in the proper job procedures, methods and techniques.

7.8. Participates in providing technical clerical services in support of assigned functions.

8.9. Performs and participates in various record keeping and clerical duties in support of assigned functions. Maintains paper and electronic filing systems, including preparing, scanning, and indexing documents. Retrieves filed documents upon request. ~~Participate in routine record keeping duties; perform various record keeping and clerical duties in support of assigned functions.~~

9.10. Formats, prepares and proofreads a variety of documents and forms including general

CITY OF LAS VEGAS  
Legal Technician I/II

and legal correspondence, reports, and memoranda.

10.11. Operates a variety of office equipment including a switchboard, calculator, copier, facsimile machine, shredder, microfilm machine, computer terminal and personal computer; input and retrieve data and text; organize and maintain disk storage and filing.

12. May act as receptionist, answer telephone and assist the general public; provide information on policies and procedures as required.

Marginal Functions:

1. Research records for Deputy City Attorneys, submitting agencies or court as requested.

2.1. May be required to be a notary public.

3.2. Receives, sorts and distributes incoming and outgoing correspondence or other related materials.

4.3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Legal Technician I

Knowledge of:

Basic services, methods and techniques of clerical office support.

Basic principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Basic methods and procedures of data entry.

Basic principles and techniques of customer service.

Basic mathematical principles.

Basic modern office procedures, methods and computer equipment.

Common word processing software.

Ability to Skills in:

Providing service in a courteous and professional manner.

Maintaining confidentiality of work performed.

Communicating clearly and concisely, both orally and in writing.

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

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

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

**CITY OF LAS VEGAS**  
**Legal Technician I/II**

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

- ~~\_\_\_\_\_ *Making observations;*~~
- ~~\_\_\_\_\_ *Communicating with others;*~~
- ~~\_\_\_\_\_ *Reading and writing; and*~~
- ~~\_\_\_\_\_ *Operating assigned equipment.*~~

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

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

**Experience and Training Requirements**

**Experience:**

One year of general clerical or office support experience; court or legal operations clerical or support experience is preferred.

**Training:**

Equivalent to graduation from high school.

**License or Certificate:**

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

**Legal Technician II**

In addition to the qualifications for Legal Technician I:

**Knowledge of:**

- Principles and procedures of legal record keeping.
- Mathematical principles.
- Modern office procedures, methods and computer equipment.
- Basic personal computer operations and common office software used in a legal office.
- Services, methods and techniques of clerical legal office support.
- Methods and procedures of data entry.
- Principles and techniques of customer service.

**Ability to:Skills in:**

- Working independently without direct supervision.
- Meeting schedules and timelines.

**Experience and Training Requirements**

**Experience:**

**CITY OF LAS VEGAS**  
**Legal Technician I/II**

One year of increasingly responsible court or legal operations clerical or support experience.

**Training:**

Equivalent to graduation from high school.

**License or Certificate:**

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application

May be required to be bi-lingual.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and courtroom environments; exposure to computer screen and potentially hostile individuals.

**Physical Conditions:**

**Essential and marginal functions require:**

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

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

KAG SEGAL

REV 9/1/043/9/11

FLSA & City: nonexempt

## SENIOR DEPUTY CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### DEFINITION

Leads and coordinates the processing of meeting minutes for various official meetings under the purview of the City Clerk's office. Trains and provides guidance to Deputy City Clerks and Minutes Clerks to ensure legal deadlines and reporting requirements are met. Attends various official meetings and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public. To lead and coordinate the electronic public meeting agenda and minutes process; to lead, train and coordinate the work of Deputy City Clerks; to perform a variety of technical and administrative tasks related to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Deputy City Clerk series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility, and acts as a lead worker, training and overseeing the work of less experienced Clerks.

### SUPERVISION RECEIVED AND EXERCISED

Receives immediate general supervision from the Chief Deputy City Clerk and Chief Deputy City Clerk and Records Administrator higher level management staff.

Acts as a lead worker, Exercising functional and technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress and reviewing results. over lower level Deputy City Clerk 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. Leads and coordinates the preparation, distribution and publication of electronic public meeting agenda, action minutes audio/video and final minutes process for various official meetings under the purview of the City Clerk's office. Documents, tests, drafts and maintains procedures regarding electronic agenda processes and related functions; schedule and assign functions related to producing and Web posting the electronic agendas;

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

~~transcripts, minutes and videos for meetings such as City Council and Planning Commission. Troubleshoots, resolves, or coordinates the resolution of technical issues or problems with the electronic agenda software.~~

~~2. Troubleshoots, resolves or coordinates the resolution of technical issues or problems with the electronic agenda software.~~

~~3.2. Serves as liaison between the City Clerk's office and city departments regarding the agenda processes and software; trains city staff to use the agenda software to submit documents electronically, and to view agenda components and video of past meetings.~~

**Essential Functions:**

~~4.3. Serves as a lead to Deputy City Clerks and Minutes Clerks, providing functional and technical oversight and training; assigns, plans, directs, coordinates and schedules assignments; monitors work progress and reviews work results; ensures assignments are completed to meet legal deadlines and requirements.~~

~~4. Assists with responding to the more difficult and sensitive inquiries regarding City Clerk functions and records.~~

~~4.~~

~~Attend public and official meetings to take minutes as necessary, including City Council, Planning Commission, Redevelopment Agency, Recommending Committee, Audit Committee and special meetings; transcribe minutes for the meetings attended. Attends and provides support for public and official meetings as necessary. Records, proofreads, edits, and finalizes meeting minutes. Processes and verifies backup documentation submitted for the meeting consistent with statutory compliance.~~

~~5.~~

~~6. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards, and Final Action notices.~~

~~7. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code, coordinates with local newspaper to ensure deadlines are met.~~

~~7.8. Assists with developing and implementing program and service goals and objectives; participates in implementing approved policies and procedures.~~

~~8.9. Prepares monthly and special reports.~~

~~9. Provide or coordinate training for staff to ensure they maintain skills as the software evolves and processes change.~~

~~10. Document, test, draft and maintain procedures regarding electronic agenda processes and related functions.~~

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

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

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

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

Must type 60 net words per minute and use shorthand, speedwriting, a court reporting machine or any other method to take notes at 90 net words per minute, as demonstrated by test certificates dated no more than one year prior to the date of application.

### WORKING CONDITIONS

#### Environmental Conditions:

Work in an office environment; exposure to computer screens.

#### Physical Conditions:

Essential and marginal functions may require:

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

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

ARBSEGAL

REV 5/18/073/24/11

FLSA & City: nonexempt

CSB 6/13/07

Segal 07/07/2010

Clerk 09/14/2010

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 27, 2011

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

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

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

---

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. Fire Engineer - Promotional

The reasoning is as follows:

The current eligible list no longer suits the needs of the department.

**RECOMMENDATION**

The City recommends approval of the abolishment of this list.

## Martha Davis

---

**From:** Glenna Kouns  
**Sent:** Tuesday, April 12, 2011 2:53 PM  
**To:** Martha Davis  
**Subject:** FW: Fire Engineer

Martha,  
We have Vince's approval to abolish the current Fire Engineer list and move forward.  
Thanks,

*Glenna Kouns*  
*Senior Personnel Analyst - Human Resources*  
*(702) 229-5927*

---

**From:** Vincent Zamora  
**Sent:** Tuesday, April 12, 2011 2:51 PM  
**To:** Glenna Kouns  
**Subject:** RE: Fire Engineer

You have my approval to abolish the list. I think it would be a good idea to send both FR and the IAFF an email letting them know what are intentions are.

---

**From:** Glenna Kouns  
**Sent:** Tuesday, April 12, 2011 2:36 PM  
**To:** Vincent Zamora  
**Subject:** RE: Fire Engineer

No, this is an HR decision.

*Glenna Kouns*  
*Senior Personnel Analyst - Human Resources*  
*(702) 229-5927*

---

**From:** Vincent Zamora  
**Sent:** Tuesday, April 12, 2011 2:30 PM  
**To:** Glenna Kouns  
**Subject:** RE: Fire Engineer

Does the IAFF need to be consulted regarding the "abolishment?"

---

**From:** Glenna Kouns  
**Sent:** Tuesday, April 12, 2011 2:18 PM  
**To:** Vincent Zamora  
**Cc:** Martha Davis  
**Subject:** Fire Engineer

Vince,  
We need your approval to abolish the current Fire Engineer list, the list will be two years old June 10, 2011. I have verified with LVFR that they will not be selecting candidates from this list. The department would like to move forward with establishing a new eligible list from our recent testing.

If you approve to abolish the list all we will need is an e-mail from you to Martha giving your approval.



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

**AGENDA**

**DATE: April 27, 2011**

**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. April 13, 2011
- IV. BUSINESS
  - A ELIGIBLE LISTS TO BE CERTIFIED
    - 1 Control Center Supervisor – Promotional
    - 2 Fire Engineer – Promotional
    - 3 Minutes Clerk – Promotional
    - 4 Minutes Clerk – Open
  - B JOB DESCRIPTIONS FOR APPROVAL
    - 1. Deputy City Clerk, formerly Deputy City Clerk I/II (X) – Revised
    - 2 Legal Technician I/II – Revised
    - 3 Senior Deputy City Clerk – Revised
  - C DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST
    - 1 Fire Engineer - Promotional
- V ITEMS FOR DISCUSSION BOARD ACTION REQUIRED
  - 1. None
- VI CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED

Facilities are provided throughout City Hall for the convenience of disabled persons. If you need an accommodation to attend and participate in this meeting, please call Human Resources 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 OF TRUSTEES**

**Department of Human Resources**

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

**Training Room #4**

**Las Vegas, Nevada**

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

**AGENDA**

**DATE: April 27, 2011**

**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. April 13, 2011

IV. BUSINESS

A ELIGIBLE LISTS TO BE CERTIFIED

1. Control Center Supervisor – Promotional
2. Fire Engineer – Promotional
3. Minutes Clerk – Promotional
4. Minutes Clerk – Open

B JOB DESCRIPTIONS FOR APPROVAL

1. Deputy City Clerk, formerly Deputy City Clerk I/II (X) – Revised
2. Legal Technician I/II – Revised
3. Senior Deputy City Clerk – Revised

C DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Fire Engineer – Promotional

V ITEMS FOR DISCUSSION BOARD ACTION REQUIRED

1. None

VI. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED

Facilities are provided throughout City Hall for the convenience of disabled persons If you need an accommodation to attend and participate in this meeting, please call Human Resources 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 OF TRUSTEES**  
**Department of Human Resources**  
**400 Stewart Avenue – 2<sup>nd</sup> Floor**  
**Training Room #4**  
**Las Vegas, Nevada**

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

**AGENDA**

**DATE: April 27, 2011**

**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 April 13, 2011
- IV BUSINESS
- A ELIGIBLE LISTS TO BE CERTIFIED
1. Control Center Supervisor – Promotional
  2. Fire Engineer – Promotional
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- B. JOB DESCRIPTIONS FOR APPROVAL
1. Deputy City Clerk, formerly Deputy City Clerk I/II (X) – Revised
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  3. Senior Deputy City Clerk – Revised
- C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST
1. Fire Engineer – Promotional
- V ITEMS FOR DISCUSSION BOARD ACTION REQUIRED
1. None
- VI CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED

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