

**CIVIL SERVICE BOARD
MINUTES
FOR THE
May 11, 2011
REGULAR MEETING**

Agenda Documentation
May 25, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: Dan Tarwater SECRETARY TO THE BOARD
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I. CALL TO ORDER: May 11, 2011 at 4.30 p.m. in the Human Resources Department.

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

STAFF PRESENT

Ann Rubertino-Beck
Vince Zamora
Sue Brown
Glenna Kouns
Graciela Manginelli

OTHERS PRESENT

Dr. Esther Vargas - CCSD
Vicky Skilbred - CLV
LuAnn Holmes - CLV
Gary Suan - LVFD
Steve Ford – CLV
Tom Perrigo – CLV
Brian Knudsen – CLV
Robert Jacobs Meyer - LVFD

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 April 13, 2011: Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of April 13, 2011. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Contracts Specialist – Promotional
2. Contracts Specialist – Open
3. Control Center Supervisor – Promotional
4. Fire Engineer – Promotional
5. Fire Investigator I – Promotional
6. Janitor - Open
7. Minutes Clerk – Promotional
8. Minutes Clerk – Open
9. Senior Fire Investigator – Promotional
10. Senior Janitor – Promotional
11. Senior Janitor – Open

A motion was made by Trustee Priscilla Rocha to approve items 1 through 11 of the Eligible Lists to be Certified. Trustee David Steinman seconded the motion. Motion Carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Fire Investigations Supervisor – Bomb Squad - Promotional

A motion was made by Trustee Malcolm White that item 1 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. JOB DESCRIPTIONS FOR APPROVAL

1. Cultural Administrative Supervisor, formerly Cultural Administrator - Revised
2. Custodian, formerly Custodian I/II (X) – Revised
3. Deputy City Clerk, formerly Deputy City Clerk I/II (X) – Revised
4. Electrical Project Engineer – Revised
5. Electronic Records Services Supervisor – Revised
6. Electronic Records Specialist – Revised
7. Events Specialist – Revised
8. Grant Coordinator – Revised
9. Legal Technician I/II (X)– Revised
10. Records Services Supervisor- Revised
11. Senior Custodian – Revised
12. Senior Deputy City Clerk – Revised
13. Senior Production Technician, formerly Senior Theater Technician – Revised

A motion was made by Trustee David Steinman to approve items 1 through 13 of the Job Descriptions. Trustee Priscilla Rocha seconded the motion. Motion Carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Fire Engineer - Promotional

A motion was made by Trustee David Steinman to approve item 1 of the Discussion and Possible Action on Abolishing Eligible List. Trustee Priscilla Rocha 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**

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

SUBJECT: A. JOB DESCRIPTIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

JOB DESCRIPTIONS:

REVISED

1. Animal Control Supervisor
2. Collections Officer
3. Communications & Security Systems Supervisor
4. Detention & Enforcement Communications Specialist, formerly Public Safety Technician
5. Financial Supervisor, formerly Accounting Supervisor and Collections Supervisor
6. Law Enforcement Support Supervisor
7. Law Enforcement Support Technician
8. Locksmith
9. Parking Enforcement Officer
10. Parking Enforcement Supervisor
11. Parking Meter Technician
12. Payroll Specialist
13. Security Systems Technician

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

RECOMMENDATION

The City recommends approval of the revised job descriptions.

ANIMAL CONTROL 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

Supervises and coordinates the programs and activities of the Animal Control section within the Department of Detention and Enforcement; coordinates public information efforts throughout the community; and performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned division supervisor or higher management.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

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

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews all services and activities of the Animal Control section including retrieval and care of lost or stray animals, promotion of animal welfare and control, investigation of cruelty-to-animals complaints, and issuance of citations, summonses and warrants regarding animals.
2. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures..
3. Establishes schedules and methods for providing licensing and enforcement services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
4. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.

Essential Functions:

5. Oversees and participates in the development and administration of the section annual budget; directs the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves various financial transactions, including expenditures and revenues; implements adjustments.
6. Oversees the repair and maintenance of department equipment and vehicles; monitors department supplies; prepares and submits requisitions for replacement items; participates in the selection and purchase of new vehicles and equipment.
7. Inspects the animal care facility contracted to care for animals impounded or found by city officers; ensures that the facility and treatment meet acceptable standards and that terms of the contract are being met.
8. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
9. Prepares and presents staff reports and other necessary correspondence.
10. Provides responsible staff assistance to higher level management.
11. Provides for animal care by transporting animals to a veterinarian, if needed.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of animal care and control.
13. Plans routine patrols to search for stray animals; impounds and quarantines animals as appropriate.
14. Enforces city animal control laws; explains ordinances relating to keeping and caring for animals; issues citations for violations of the animal control ordinance.
15. Investigates reports or complaints of dogs, cats or other animals creating nuisances; takes appropriate action; investigates reports of animal abuse.
16. Coordinates assigned cases with the City Attorney's Office and courts as needed; writes requests for prosecution, search warrants and summonses; appears in court on applicable cases.

Marginal Functions:

1. May be required to respond to field and standby calls.
2. Organizes and delivers community education programs in conjunction with local animal interest groups, humane organizations and related groups.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the animal control section.
Principles and practices of program development and administration.
Principles of supervision, training, performance evaluation, and discipline.
Drugs used in animal chemical immobilization.
Advanced methods and techniques of enforcement and animal control.
Behaviors of domestic and wild animals.
Proper and safe use of immobilization and restraint devices.
Advanced emergency practices and procedures related to animal control.
Local geography and street locations.
Advanced methods of animal handling, collection and impoundment.
Various breeds of dogs, cats and other domestic and wild animals.
Advanced procedures and techniques for dealing with the public in a tactful but firm manner.
Applicable safety standards and practices and occupational hazards.
Report writing techniques and practices.
Basic bookkeeping principles and practices.
Principles and practices of municipal budget preparation and administration.
Pertinent federal, state and local laws, codes and regulations.

Skills in:

Using initiative and independent judgment within established guidelines.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.
Working effectively in highly emotional situations.
Effectively dealing with personal danger, which may include exposure to armed or dangerous persons.
Annually demonstrating proficiency with firearms and immobilization devices.
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:

Four years of increasingly responsible experience as an Animal Control Officer.

Supervisory or lead experience is preferred.

Training:

Associate's degree from an accredited college or university with a major in animal science or a related field.

May substitute combination of equivalent education and experience. The City assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

Must have successfully completed Levels I and II of the National Animal Control Academy or Levels I and II of the National Cruelty Investigator School on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to inclement weather conditions, a variety of domestic and wild animals, waste and infectious materials; may encounter a hostile environment.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, running, standing, bending, stooping, kneeling, sitting or crawling for extended periods of time;*
- *Heavy or moderate lifting; and*
- *Operating assigned equipment.*

Physical Conditions:

Maintaining effective audio/visual discrimination and perception to the degree necessary 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 3/8/11
FLSA: exempt; City: nonexempt
CSB 5/25/11

COLLECTIONS OFFICER

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

Locates and contacts individuals and businesses owing money to the City of Las Vegas; collects and processes payments; establishes and enforces payment plans; and performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives direction from the Financial Supervisor.

May act as a technical lead, 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. Collects and processes money owed to the city by individuals and businesses for parking tickets, returned checks and a variety of other fees, fines, permits, licenses and services.
2. Reviews a variety of collections reports; noting and correcting discrepancies in the application of payments or problems with computer processing, and researching missing data on responsible parties.
3. Ensures that notices are sent for outstanding parking tickets in accordance with established guidelines; contacts customers with large amounts outstanding by telephone or letter requesting payment.
4. Places stops on the Department of Motor Vehicles (DMV) computer system for vehicle owners with outstanding parking tickets; verifies payment received and removes stop when paid in full.
5. Tracks payments and additional fees; ensures that total amount due is accurate; ensures that accurate and detailed records are retained.
6. Responds to telephone, mail, email and in person inquiries in a courteous manner; explains procedures and provides information within the area of assignment; schedules administrative hearings; assists front counter staff with more complex or non-routine questions and situations; resolves complaints in an efficient and timely manner.

Essential Functions:

7. Makes short term installment arrangements for customers who cannot pay in full; maintains records of payments and contacts customers who become delinquent; refers problem accounts to collection agency.
8. Retrieves data from a variety of databases and computer systems to track payments, locate customers locally and out of the area, and place and remove DMV stops.
9. Receives bankruptcies notices for business and individuals who owe money to the city and distributes the information to appropriate parties; may research bankruptcy information for parties with outstanding fines.
10. Appears before the parking ticket Hearing Officer, if requested, to assist with the details of customer's situation; performs research and provides information as needed.
11. Prepares performance statistics and reports.
12. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.

Marginal Functions:

1. Contacts rental agencies and out-of-state Departments of Motor Vehicles to gather and provide information about individuals and business that owe money to the city.
2. Oversees the record destruction process within the division.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, procedures and activities of a collections program.
Methods and techniques of filing and record keeping systems.
Operational characteristics of personal computers, terminals and revenue terminals.
Generally accepted collection practices and procedures.
Pertinent federal, state and local laws, codes and regulations.
Principles of lead supervision and training.

Skills in:

Dealing tactfully with customers.

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

Interpreting, applying, explaining and enforcing applicable city laws, codes, regulations, policies and procedures.

Using a variety of resources to research cases and locate customers.

Making computations accurately and rapidly.

Working independently without direct supervision.

Using initiative and independent judgment within established guidelines.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with the public and fellow employees.

Experience and Training Requirements

Experience:

Two years of increasingly responsible professional revenue collection experience in a financial institution, retail company, collection agency or government agency, including two years of difficult public contact in revenue collection.

Training:

Associates' degree from an accredited college or university with a major in business administration or a closely related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: 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.*

Physical Conditions:

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 4/7/2011

FLSA & CITY: nonexempt

CSB 5/25/11

COMMUNICATIONS AND SECURITY SYSTEMS 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

Directs, supervises and coordinates staff and activities of the Detention and Enforcement Control Center, central communications function, city-wide electronic and computerized door access system, security camera installation and maintenance, and city key shop.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level Detention & Enforcement management staff.

Acts as a supervisor, exercising direct supervision, including selecting new employees and monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Supervises all staff, services and activities of the detention control center and departmental communications through subordinate supervisors, including, but not limited to: access to the detention facility; receipt of calls regarding detention services, animal control, parking enforcement and marshal services; contact with on-duty field employees; and a variety of inmate record-keeping and coordination.
2. Acts as the administrator for the city-wide electronic and computerized door access system; trains other department personnel as terminal operator; serves as the point of contact for matters related to installation, maintenance and programming of access system.
3. Supervises the staff and daily operation of city key shop including inventory and key control.
4. Supervises the staff and daily operation of security camera systems throughout the detention center and city properties.
5. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.

CITY OF LAS VEGAS
Communications and Security Systems Supervisor (*continued*)

Essential Functions:

6. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
7. Plans, directs, coordinates and reviews the unit business plan for workload distribution, training, policy and procedure effectiveness and professional standards compliance.
8. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; conducts organizational and operational studies; recommends modifications to programs, policies and procedures as appropriate; implements changes as required.
9. Identifies, researches, and recommends technology and other opportunities for improving public service and implements approved improvements.
10. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
11. Oversees and participates in the development and administration of departmental training programs; forecasts funding needs for staffing, equipment, materials and supplies; prepares budget packages and approve expenditures.
12. Provides technical assistance and administrative support to the Director, Detention and Enforcement and other higher level management staff.
13. Provides direction to staff by making major decisions in emergency situations.
14. Coordinates and conducts internal investigations of citizen, officer and staff complaints as assigned.
15. Serves as a liaison with other city departments, divisions, and outside agencies for training, instruction, assistance, strategic planning, special event coordinating, and emergency preparedness response and recovery; works with other agencies on collaborative projects.
16. Participates in conferences, workshops and professional training related to law enforcement; serves as the department's technical resource for all communications related aspects.
17. Assists in the development of new hire and in-service training programs and instruct courses as required.

Essential Functions:

18. Prepares and presents staff reports and other necessary correspondence to department and city management.
19. Attends and participates in professional group meetings; stays abreast of trends and innovations in the communications, security and enforcement fields.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of modern technical communications, physical security, and law enforcement operations.
- Modern and complex principles of management, supervision, training and performance and equipment evaluation.
- Principles and practices of law enforcement field operations, physical security and detention operations.
- Principles of municipal budget preparation and assessment.
- Pertinent local, state and federal laws, ordinances and operating procedures.
- Modern office procedures, methods and computer equipment.
- Technical and administrative aspects of communications, equipment, research, training and implementation.
- Principles and techniques of direct-contact public relations.

Skills in:

- Learning various software applicable to area of responsibility.
- Setting and adjusting priorities in a rapidly changing environment.
- Planning, organizing and prioritizing assignments.
- Managing multiple assignments.
- Using initiative and independent judgment within established guidelines.
- Interpreting, applying, explains and enforces city and department policies and procedures.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and recommending best options and implementing approved solution in support of goals.
- Demonstrating keen powers of observation, judgment, sound decision making and memory.
- Meeting critical deadlines.
- Providing excellent customer service to the public, all levels of city employees, employees of other law enforcement agencies, and elected officials.

Skills in:

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
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 experience in public safety communications or dispatch, or security and surveillance, or a field related to the essential functions. Must include three years in a lead or supervisory capacity.

Training:

Associate degree from an accredited college or university with a major in communications, criminal justice, business management or a field related to the essential functions.

May substitute combination of equivalent education and experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate:

Possession of a Communications Center Supervisor certification from the Association of Public Safety Communications Officials within six months of the date of appointment.

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

WORKING CONDITIONS

Environmental Conditions:

Office environment, exposure to computer screens; minimal inmate contact.

Physical Conditions:

Essential and marginal functions require:

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.*

SEGAL

REV 3/14/11

FLSA: exempt; City: nonexempt

CSB 5/25/11

DETENTION & ENFORCEMENT COMMUNICATIONS SPECIALIST

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

DEFINITION

Receives and transmits general and emergency communications for the corrections and law enforcement units; operates electronic and communications equipment; monitors the safety, security, movement and placement of inmates in the detention center.

SUPERVISION RECEIVED

Receives general supervision from higher level management staff.

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

Essential Functions:

1. Receives and responds to calls from the public requesting information or assistance regarding detention services, animal control, parking enforcement or deputy city marshals and dispatches the appropriate officers and equipment as needed, or transfers calls requiring emergency response to the appropriate agency.
2. Coordinates with other law enforcement agencies to provide and confirm information about inmate and warrant status, and arranges transportation for inmates.
3. Maintains contact with field units using telecommunication systems. Coordinates emergency calls and relays information and assistance requests involving other law enforcement and fire agencies. Retrieves and inputs communications and public safety information into National Crime Information Center (NCIC), Nevada Criminal Justice Information System (NCJIS), Shared Computer Operations for Protection in Enforcement (SCOPE), and other applicable databases.
4. Controls and monitors all video security screens, access gates and door entrances within the detention facility; monitors the location of all inmates, visitors and staff within the detention facility.
5. Controls and monitors all alarm systems throughout city facilities; responds to activated alarms by contacting the appropriate agencies.
6. Coordinates activities with the city court staff including verifying the court schedules of inmates scheduled to appear.

CITY OF LAS VEGAS
Detention & Enforcement Communications Specialist (continued)

Essential Functions:

7. Maintains and verifies a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
8. Provides support to other stations with control centers as necessary.

Marginal Functions:

1. Tests and inspects equipment as required; conducts fire drills.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Rules, regulations and procedures governing the operation of a radio communications transmittal and receiving system.
Procedures used in operating computer-aided dispatch systems.
Responsibilities and jurisdiction of other public safety agencies.
Principles and procedures of record keeping.
Law enforcement codes, practices and methods.
Modern office procedures, methods and computer equipment.
Correct English usage, spelling, punctuation and grammar.
Basic computer and data entry procedures.
Geographic features, facilities and streets within the area served.

Skills in:

Learning the rules, regulations and procedures governing the security and access of a detention center.
Effectively performing public safety communications activities.
Operating computer-aided dispatch systems.
Operating radio transmitting equipment.
Prioritizing calls received.
Performing routine clerical duties.
Working under pressure, exercises good judgment and makes sound decisions in emergency situations.
Effectively communicating with and eliciting information from upset and irate citizens.
Operating a computer terminal, teletype and other office equipment.
Working various shifts as assigned.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years of experience as a radio dispatcher, telephone/PBX operator, or telephone customer service representative in a high call volume environment, or experience related to the essential functions.

Training:

Equivalent to graduation from high school.

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

License or Certificate

Must type 30 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: 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 to the degree necessary 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 4/26/11 (formerly Public Safety Technician)
FLSA & City: nonexempt; CSB 5/25/11

FINANCIAL 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

Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for financial and administrative records in the areas of accounts payable, general accounts receivable, sewer services, collections, and records retention; provides customer service; oversees and participates in all work activities; and performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

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

Essential Functions:

1. Acts as first line supervisor for designated staff within a department, training and cross-training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
3. Responds to and resolves inquires and problems for city staff, city lobbyists, banks and the public; resolves complaints in an efficient and timely manner.
4. Recommends and assists in the implementation of section goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.

CITY OF LAS VEGAS
Financial Supervisor (Continued)

Essential Functions:

5. Supervises and assists with the more complex or sensitive situations involving staff, internal and external customers.
6. Leads and participates in computer implementations; drafts system requirements and specifications for new systems and changes to existing programs; performs testing and business process analysis; makes recommendations to management when necessary.
7. Compiles data, reviews and prepares audit schedules for external audit; responds to inquiries from external auditors.
8. Plans, directs and participates in the analysis and preparation of various financial statements, accounts, fiscal reports and special reports relating to the progress or problems of assigned area of responsibility; analyzes receivables and disbursements; reviews exceptions reports for invoices on hold and resolves discrepancies.
9. Reviews and authorizes all disbursements.
10. Reviews all outstanding accounts receivables before placing account with collection agency or placing liens and tax rolls with Clark County.
11. Determines and authorizes fee and penalty adjustments to customer accounts in accordance with established guidelines and policies.
12. Participates in various collection functions related to recovering money owed to the city, including placing stops on Department of Motor Vehicle computer systems, establishing and enforcing payment plans, filing small claims actions, and representing the city in small claims court.
13. Ensures that the automated and manual logs, records and files maintained by lower level staff are complete, accurate and in accordance with established procedure. Ensures adherence to record retention requirements.
14. Prepares, reviews, updates and monitors, as necessary, a variety of annual fees and fee schedules; prepares annual schedule of bill dates and penalty deadlines.
15. Monitors and maintains appropriate resources to ensure efficient and effective operations.
16. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations in addition to federal, state, local laws, codes and regulations.

Marginal Functions:

1. Participates in the preparation and administration of the section budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Policies, practices and procedures of accounting, collections, and records management programs.
Principles and techniques of supervision, training and performance evaluation.
Basic codes, policies and procedures related to the maintenance, recording and storage of legal documents, including the use of electronic methods.
Accepted collection practices, techniques and procedures.
Basic principles and practices of record keeping.
Pertinent federal, state and local laws, codes and regulations.
Basic principles and practices of budget preparation and administration.
Methods and techniques of analysis.
Concepts and practices of mathematics and finance.
Methods and practices of accounting system implementation and upgrades.
Generally accepted accounting principles and procedures.
Current office procedures, methods, computer equipment and standard software packages.
Correct business English including spelling, grammar and punctuation.

Skills in:

Using initiative and independent judgment within established guidelines.
Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions and recommending best options.
Managing multiple assignments.
Planning, organizing and prioritizing assignments.
Administering automated financial and records management systems.
Interpreting and explaining city policies and procedures.
Preparing clear and concise reports.
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:

Three years of increasingly responsible financial experience and three years of lead or supervisory experience.

Experience with Enterprise Resource Planning (ERP) systems is desirable.

Training:

Bachelor's degree from an accredited college or university with a major in accounting, finance, business administration or a field related to the essential functions.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

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

Revised 4/4/2011 (combining Accounting Supervisor and Collections Supervisor)

Nonexempt

CSB 5/25/11

LAW ENFORCEMENT SUPPORT 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

Oversees the work of Law Enforcement Support Technicians. Schedules, trains, and evaluates employees. Handles escalated situations. Develops and updates operating procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned division supervisor or other management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

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

Essential Functions:

1. Plans, prioritizes, coordinates, assigns, reviews and supervises the work of staff responsible for the legal documents and procedures required to process inmates through the city detention facility.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
3. Acts as first line supervisor for designated staff within the department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
4. Supervises the validation and confirmation of warrants; interprets court documents necessary to process defendants through detention facility.
5. Supervises and participates in all normal shift duties, including maintenance of a variety of logbooks, time cards and attendance records.
6. Maintains proficiency with criminal justice databases; certifies documents and makes court appearances in response to applicable warrants served.

Essential Functions:

7. Serves as liaison for the division with other city departments, divisions, law enforcement, public and outside agencies. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
8. Assembles data and statistics, and provides written and oral reports of shift activities upon request.
9. Supervises maintenance of in-custody inmate records, including courtesy holds for other jurisdictions.
10. Coordinates the documentation of inmate identification process, including all aliases and identifiers.
11. Participates in the preparation and administration of the area budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
12. Ensures the maintenance of archived inmate records; coordinate storage of inmate files and various reports and logs including preparation for microfilming; documents retrieval from the microfilm records system as required.
13. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.

Marginal Functions:

1. Attends and participates in group meetings. Stays abreast of new trends, programs and innovations.
2. Performs a variety of record keeping, filing and other general clerical duties.
3. Notarizes documents as required.
4. Ensures an adequate stock of office supplies and equipment.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Procedures and policies governing booking and release of inmates, and bail bond transactions.
Applicable city and department policies and procedures.
Principles and techniques of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.
Procedures and operations of law enforcement agencies and correctional facilities.
Local court systems.
Basic mathematical and record keeping principles and techniques.
Applicable computerized law enforcement information systems.
English usage, spelling, grammar and punctuation.
Advanced principles and techniques of customer service.
Effective telephone techniques.
Modern office methods, practices and procedures and common office computer applications, such as word processing and spreadsheet.

Skills in:

Reading, interpreting, applying, explaining, and enforcing applicable city and department policies and procedures, and applicable laws and regulations.
Reading, interpreting, applying and explaining information in legal documents and reference manuals.
Dealing effectively with difficult situations involving inmates and the public.
Demonstrating respect and sensitivity for cultural differences.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
Operating various law enforcement computer systems and interpret responses.
Using initiative and independent judgment within established guidelines.
Recognizing problems, defining issues, collecting and analyzing pertinent data, identifying alternative solutions, project consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.
Understanding and following oral and written instructions.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Communicating clearly and concisely, both orally and in writing.
Operating a computer terminal, teletype, personal computer and other common office equipment.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in law enforcement, social services or a related field, including supervisory or lead responsibility.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of a Nevada notary public license within six months of the date of appointment.

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

WORKING CONDITIONS

Environmental Conditions:

Location: Correctional facility environment; potentially hostile customers.

Hazards: Exposure to computer screens, noxious or offensive fumes or odors.

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 to the degree necessary 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 3/14/11

FLSA: exempt; City: nonexempt; CSB 5/25/11

LAW ENFORCEMENT SUPPORT TECHNICIAN

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

DEFINITION

Processes inmates through the city's detention center, including processing arrest documents, performing criminal information searches, processing bail and bond transactions, coordinating sentencing information with courts, and processing releases. Provides inmate and warrant information to the general public.

SUPERVISION RECEIVED

Receives general supervision from the Law Enforcement Support Supervisor and other management staff.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Retrieves and inputs inmates' criminal and personal information in the National Crime Information Center (NCIC) and other appropriate criminal justice databases; processes information obtained from arrest documents and inmate interviews; distributes booking information to appropriate departments and, if applicable, to other law enforcement agencies.
2. Maintains and verifies a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
3. Processes warrant, bail and bond transactions including accepting and filing cash and related documentation, preparing and reviewing appropriate documentation, reports, and bank deposits, and explaining bail posting options and procedures.
4. Coordinates activity and communication with federal, state and local law enforcement and correctional agencies pertaining to inmate detainment and release.
5. Coordinates court activity with staff of the city's Municipal Court including sentencing information and provides administrative support to the Municipal Court as necessary.
6. Enters and validates warrants.

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

Essential Functions:

7. Records, secures and releases inmates' property and money.
8. Answers inquiries from citizens, attorneys and representatives from city departments and outside agencies regarding inmates and department operations, policies and procedures; provides authorized information.
9. Maintains confidentiality and security of documents and inmate information in accordance with state law and department rules and regulations.

Marginal Functions:

1. Assists correctional staff with inmate identification functions.
2. Notarizes documents as required.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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

Skills in:

Interacting with the general public, including those who may be hostile or distressed.
Maintaining confidentiality and security of information and documents.
Performing multiple tasks simultaneously.
Organizing and prioritizing tasks.
Reading, understanding and processing detailed legal documents.
Meeting established schedules and time lines.
Working independently with minimal supervision.
Using available tools to improve efficiency and accuracy.

Skills in:

Learning, understanding and applying the laws, ordinances, codes, policies and procedures related to processing law enforcement documents.

Operating and becoming certified on various local, state and federal law enforcement computer information systems.

Learning procedures and policies governing booking and release of inmates and bail bond transactions.

Understanding local court system, pertinent laws and ordinances.

Following detailed procedures and standards.

Understanding and following written and oral instructions.

Dealing effectively with difficult situations involving inmates and the general public.

Collecting, compiling and maintaining statistical data used for a variety of reports.

Communicating clearly and concisely, both orally and in writing.

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

Maintaining accurate records and reports.

Making arithmetic calculations accurately and rapidly.

Experience and Training Requirements

Experience:

Two years of experience that includes all of the following:

Data entry;

Record keeping or clerical experience;

Computer data input and retrieval; and

Cash handling.

Experience in the field of law enforcement or criminal justice is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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

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

Special Requirements

The Department of Detention and Enforcement operates 24 hours per day, 7 days per week. Assigned work schedule may change and may be for any shift and any day of the week.

Unforeseen scheduling events may require the extension of a normal work shift, up to an additional full shift, with little or no advance notice.

Verbal fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Correctional facility environment; potentially hostile environments.

Hazards: Exposure to computer screens, dust, fumes, offensive odors, infectious diseases, offensive language, offensive actions, and 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 to the degree necessary 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 5/4/11
FLSA & City: nonexempt
CSB 5/25/11

LOCKSMITH

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

Performs a variety of technically skilled and difficult locksmith maintenance tasks; and performs a variety of technical tasks related to area of assignment.

SUPERVISION RECEIVED

Receives general supervision from higher level Detention & Enforcement 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. Installs, adjusts and repairs commercial and residential locksets on doors, safes, furniture and file cabinets.
2. Issues, maintains, and tracks access to keys and card access keys; maintains and updates paper and electronic records of key access within various city computer tracking systems; participates in maintaining the city-wide electronic and computerized door access system.
3. Maintains high security institutional locking devices, including cell block doors, electric locks and strikes.
4. Installs, repairs and replaces automotive locking devices.
5. Picks locks; drills out and replaces damaged locks in the field and in the lock shop; maintains a master keys lock system.
6. Cuts keys by hand and machine; issues keys.
7. Installs, adjusts and maintains various types of exposed and concealed door closing devices.
8. Fabricates replacements for damaged or broken parts.
9. Estimates time, materials and equipment required for jobs assigned; requisitions materials as required.
10. Coordinates the electronic access card program, including issuing and setting up and removing individual access cards, and entering access information into systems; acts as a liaison between the city and outside vendors responsible for electronic access systems.

CITY OF LAS VEGAS
Locksmith (*Continued*)

Essential Functions:

11. Assists with maintaining a sufficient supply of materials so work will not be unreasonably delayed; assists in maintaining the security of high-value tools, materials and equipment.
12. Reads and interprets floor plans, sketches, drawings and blueprints. Recommends specific hardware for new and existing projects; orders supplies, materials and equipment as required.
13. Enters essential data into designated databases, maintains appropriate reports, and coordinates work orders.

Marginal Functions:

1. Performs related duties and responsibilities as required.
2. Coordinates and assists in transporting safes.

QUALIFICATIONS

Knowledge of:

Techniques of installation, maintenance and repair of a variety of locking systems.
Wiring schematics and electronic locking devices and systems.
Tools and materials currently used in locksmithing.
General principles and practices of building trades.
Occupational hazards and standard safety practices.

Skills in:

Operating a variety of locksmith tools and equipment in a safe and effective manner.
Installing, repairing and maintaining locks and locking devices and systems.
Picking and drilling damaged locks open.
Cutting and making keys by hand and machine.
Reading blueprints and plans.
Analyzing and correcting mechanical and electrical malfunctions in sophisticated access alarm and security systems.
Operating computerized equipment.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
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:

Two years of increasingly responsible locksmith experience.

Training:

Equivalent to graduation from high school supplemented by additional specialized training in locksmithing.

License or Certificate

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

Special Requirement

May be required to be on-call and respond, if necessary.

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; exposure to noise, dust, high voltage, computer screens, extreme temperatures, and detention center environment; work in restricted spaces.

Physical Conditions:

Essential and marginal functions require:

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

- *Bending, stooping, kneeling, crawling, walking, standing, or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Locksmith (*Continued*)

Physical Conditions:

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 5/5/11

FLSA & City: nonexempt

CSB 5/25/11

PARKING ENFORCEMENT OFFICER

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

Patrols city streets and facilities in a vehicle or on foot, enforcing parking and non-moving vehicle regulations. Issues parking citations for violations observed. Responds to, investigates and documents reports of abandoned and/or hazardous vehicles.

SUPERVISION RECEIVED

Receives general supervision from the Parking Enforcement Supervisor.

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

Essential Functions:

1. Patrols city streets and facilities in a vehicle or on foot, enforcing parking regulations applicable to non-moving vehicles.
2. Issues parking citations for violations observed including overtime parking and illegal parking.
3. Assists the public by providing directions and responding to questions and inquiries.
4. Responds to reports of abandoned or potential hazardous vehicles; investigates and documents situation and impounds vehicles as necessary.
5. Immobilizes vehicles as allowed by Municipal Code.
6. Reports broken meters and signs, traffic accidents and other occurrences to the authorities.
7. Maintains daily supplies for patrolling assigned area; operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
8. Prepares related daily and monthly reports.
9. Maintains a variety of automated and manual logs, records and files.
10. Testifies in court as needed.

CITY OF LAS VEGAS
Parking Enforcement Officer (*continued*)

Marginal Functions:

1. Assists with parking enforcement for special events.
2. Assists with the collection of coins from parking meters as assigned; delivers coins to Treasury when route is completed.
3. May perform repairs on meters and signs as needed.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Basic record keeping principles.
Safe driving practices.
Basic safety procedures related to the job.

Skills in:

Learning city parking and related ordinances.
Learning Nevada motor vehicle codes related to non-moving traffic violations.
Learning geography of assigned enforcement area.
Enforcing parking and traffic regulations in a firm but tactful manner.
Learning to operate computer to process and acquire data relative to enforcement activities.
Working independently without constant supervision.
Learning, understanding and applying pertinent laws, rules and regulations.
Understanding and following oral and written instructions.
Performing general clerical tasks.
Driving assigned vehicle in a safe manner.
Communicating clearly and concisely, both orally and in writing.
Responding to requests and inquiries from the general public.
Understanding and following oral and written instructions.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years of increasingly responsible work experience which required the frequent interpretation, explanation or enforcement of varied codes and regulations, including frequent difficult public contact.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a valid, appropriate 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: 100% outdoors or in vehicle patrolling city streets and facilities. Vehicles are only partially climate controlled due to frequent in and out and chalking tires.

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

Equipment Used: Various vehicles, including scooters, pickup trucks, passenger cars, bicycles and Segways, hand-held computer, radio, chalk stick, parking violation book, vehicle immobilizers.

Safety Equipment: Seat belts while operating vehicle, helmets and eye protection as required.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Depending on assignment, whether foot patrol, vehicle patrol or coin collection, walking varies. Vehicle patrols require walking short distances from vehicle to violation site while writing citation. Foot patrols and coin collection require continuous walking, constantly throughout shift. May walk 6-8 miles, depending on shift assignment.

Sitting: For motorized patrol, frequently, up to 70% of work shift in vehicle. For foot patrols, minimal sitting except for breaks and lunch.

Lift/carry: Frequently, 1-5 lbs., chalk stick, ticket book, hand-held computer. Occasional, lifting up to 37 lbs., bag of coin or vehicle immobilizer.

Push/pull: Occasional 10-30 lbs. while pulling coin cart. Normal driving activities, 5-15 lbs. force, opening doors and operating vehicle.

CITY OF LAS VEGAS
Parking Enforcement Officer (*continued*)

Physical Conditions:

Climbing: Stepping in and out of vehicle up to 100 times per shift.

Bending/twisting: Bending at waist laterally to right or left side while operating vehicle and chalking tires. Bending while retrieving coins, picking up coin bags, securing carts in van and while applying or removing vehicle immobilizer. Other bending in normal driving activities.

Kneeling/crouching/crawling: Occasional crouching while securing coin carts in van and while applying or removing vehicle immobilizer.

Hands/arms: Constant use of both hands and arms in operating a vehicle in motorized patrol. In foot patrol, writing task can be accomplished by one arm and hand using other in an assistive fashion.

Sight: Constant use of sight in performance of duties.

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

Other physical demands: Constant awareness of surroundings while operating motor vehicle in high traffic and congested areas.

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.*

SEGAL

REV 5/4/11

FLSA and City: nonexempt

CSB 5/25/11

PARKING ENFORCEMENT 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

Supervises, assigns and reviews the work of staff responsible for the enforcement of the city's parking ordinances; oversees and participates in all work activities; and performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Division Manager or other management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
2. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
4. Oversees several programs, including identifying the purpose of the program, establishing policies and procedures, evaluating success and making adjustments to the policies and procedures as necessary.
5. Explains and enforces city parking ordinances, policies and procedures; issues citations for violations.

CITY OF LAS VEGAS
Parking Enforcement Supervisor (continued)

Essential Functions:

6. Provides responsible staff assistance to higher level management staff.
7. Investigates complaints, writes reports, and makes recommendations to management.
8. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
9. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
10. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and required to accomplish goals and objectives, and requisitions materials as needed.
11. Maintains a variety of automated and manual logs, records and files.
12. Responds to requests for information and assistance from employees, management, outside agencies and the public.

Marginal Functions:

1. Assists with parking enforcement for special events.
2. Provides assistance in removing equipment on an emergency basis.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a modern parking enforcement program.
Principles and practices of program development and operations.
Principles and practices of budget preparation.
Principles of supervision, training and performance evaluation.
Policies and procedures of the Parking Enforcement section.
Practices and techniques for dealing with the public tactfully and firmly.
City parking locations and downtown geography.
Local parking and related ordinances.
Nevada motor vehicle codes related to non-moving traffic violations.
Modern office procedures, methods and computer equipment.
Record keeping methods.
Safe driving practices.

CITY OF LAS VEGAS
Parking Enforcement Supervisor (continued)

Skills in:

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Using initiative and independent judgment within established guidelines.

Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.

Planning, organizing and prioritizing assignments.

Preparing concise and clear reports.

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Managing multiple assignments.

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

Enforcing parking and traffic regulations in a firm but tactful manner.

Understanding and following oral and written instructions.

Driving assigned vehicle in a safe manner.

Communicating clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in parking enforcement. Supervisory or lead experience is desirable.

Training:

Associate degree from an accredited college or university with course work in business, accounting, or a field related to the essential functions.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environments; travel from site to site.

Hazards: Exposure to inclement weather conditions; potentially hostile environments.

CITY OF LAS VEGAS
Parking Enforcement Supervisor (*continued*)

Physical Conditions:

Essential and marginal functions require:

Maintaining 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;*
- *Occasional moderate lifting;*
- *Continuous entering and exiting vehicles; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 3/14/11

FLSA: exempt; City: nonexempt

CSB 5/25/11

PARKING METER TECHNICIAN

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

DEFINITION

Performs skilled repairs of parking control equipment and devices. Maintains various types of parking meters and signs. Meets with suppliers and vendors and recommends equipments to be used. Performs other duties relative to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from the Parking Enforcement Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Performs preventive and skilled maintenance on parking meters, change machines and other similar equipment including calibrating meters, testing and reprogramming automated equipment, repairing broken or vandalized parts, removing foreign objects and changing batteries.
2. Performs routine maintenance on parking meters, change machines and other similar equipment including cleaning, repairing or replacing parts or electronic components as necessary.
3. Responds to complaints of broken or malfunctioning meters and other similar equipment, diagnoses problem and makes repairs.
4. Coordinates the installation, removal, and repair of meters, other similar equipment and related signage with private contractors, construction companies, vendors and other city staff.
5. Maintains collection boxes and locks.
6. Initiates and prepares reports such as vandalism and equipment malfunction reports as necessary.
7. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitions materials as needed.

CITY OF LAS VEGAS
Parking Meter Technician (continued)

Essential Functions:

8. Performs electronic audits of parking meters.
9. Programs electronic parking meters and other similar equipment.
10. Provides technical training to other city staff.
11. Maintains a variety of automated and manual logs, records, and reports.

Marginal Functions:

1. Restocks change machines; removes currency and delivers to Treasury.
2. Assists the public by providing directions and responding to questions and inquiries.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques for repairing parking meters.
Operational characteristics of tools used to perform repairs.
City geography.
City and state ordinances and regulations pertaining to parking on public streets and city parking facilities.
Basic mathematical principles.
Principles and procedures of record keeping and reporting.
Electronics trouble shooting and repair.
Basic practices of preparing budget requests.

Skills in:

Learning and applying wireless communication applications.
Learning and applying multiple meter management programs.
Learning and applying meter programming techniques.
Operating machinery and tools.
Using chemical solutions and paints in a safe manner.
Planning, organizing and prioritizing assignments.
Managing multiple assignments.
Preparing concise and clear reports.
Working independently with minimal supervision.
Understanding and following oral and written instructions.
Reading and understanding technical written information.
Interacting with the public in difficult situations in a tactful but firm manner.
Training others to perform basic repairs.
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:

Two years of increasingly responsible experience in parking meter repair, parking meter collection or basic electronic equipment repair. Experience with parking management software is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in the repair of electronic and wireless devices is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Location: Field and shop environments; travel from site to site.

Hazards: Exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, potentially hostile environments.

Equipment Used: City vehicle, and a variety of hand and power tools.

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

Physical Conditions:

Essential and marginal functions require:

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others;*
- *Demonstrating intellectual capabilities; and*
- *Demonstrate respect and sensitivity for cultural differences.*

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

- *Walking, standing, bending, stooping, kneeling or sitting for extended periods of time;*
- *Perform heavy lifting; and*
- *Operating assigned tools and equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

PAYROLL 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

Prepares, processes and maintains city-wide payroll process. Verifies information on timecards to ensure proper coding of time according to various federal and state regulations. Provides guidance to departments and employees on payroll matters.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Payroll series. It is distinguished from the Payroll Assistant by the complexity of duties and responsibilities assigned, and the independence and judgment with which it is expected to perform. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

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

Essential Functions:

1. Reviews incoming source documents for accuracy and completeness, ensuring conformance with appropriate union contracts, administrative policies and regulations and federal and state labor laws.
2. Prepares tax documents, unemployment reports, State of Nevada PERS reporting and other reporting documentation related to payroll matters; prepares and forwards appropriate payroll tax deposits and payments to vendors and agencies for all payroll-related deductions.
3. Calculates and resolves the final payment to separating employees; explains the process to employees and department staff as needed.
4. Assists in developing and recommending system and process changes; implements approved changes.
5. Assists in the proper classification of time in accordance with applicable policy, contract and labor laws. Researches, troubleshoots and resolves complex payroll-related issues.

CITY OF LAS VEGAS
Payroll Specialist (Continued)

Essential Functions:

6. Prepares financial and statistical reports relative to payroll; maintains catastrophic leave accounts.
7. Reviews and verifies data coming to the payroll system from various sources; summarizes and balances payroll biweekly; completes employee pay verifications for various organizations.
8. Monitors changes in employment records; updates payroll records as necessary; verifies and coordinates various pay adjustments.
9. Maintains a variety of automated and manual logs, records and files in accordance with the law; provides various documents as custodian of the records when requested.
10. Stays abreast of changes in legislation, regulations and collective bargaining agreements related to time cards and payroll.
11. Responds to employee, management and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
12. Communicates and coordinates with Employee Relations to ensure consistent application of the contract provisions as it relates to time cards and payroll.

Marginal Functions:

1. Monitors and requests supplies as necessary to ensure efficient and effective operations.
2. Performs other duties related to maintaining an effective payroll system.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an automated payroll program.
Federal, state and local laws and regulations related to payroll processing.
Methods and techniques of bookkeeping, accounting and payroll practices.
Principles and techniques of customer service.
Operational characteristics of computers and modern equipment and tools.
Principles and practices of fiscal record keeping and reporting.
Advanced clerical accounting methods and techniques.
Advanced principles of arithmetic.
Modern office methods, procedures and computer equipment.

CITY OF LAS VEGAS
Payroll Specialist (Continued)

Skills in:

Independently performing the most difficult accounting functions.
Interpreting, explaining and enforcing department and city policies and procedures.
Operating a variety of computerized equipment including various software programs.
Understanding, interpreting and communicating payroll procedures, rules and regulations.
Performing varied technical accounting clerical work.
Accurately tabulating, recording and balancing assigned transactions.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Maintaining mental capacity which allows for effective interaction and communication with others.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience performing the full range of payroll functions for a large company or government entity, including one year of experience with a complex computerized payroll system. Experience with Oracle HR/Payroll is preferred. Experience in a union environment is desirable.

Training:

Equivalent to graduation from high school, supplemented by college level course work in accounting, business administration or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of a related professional certification such as Certified Payroll Professional is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

CITY OF LAS VEGAS
Payroll Specialist (*Continued*)

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 4/12/11

FLSA and City: nonexempt

CSB 5/25/11

SECURITY SYSTEMS TECHNICIAN

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

DEFINITION

Performs skilled installation and maintenance of electronic and computerized security systems; provides solutions for problems on systems serviced; and analyzes a wide variety of personnel and facility related security requirements and recommends appropriate measures and solutions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff.

May act 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. Plans, coordinates and participates in the installation and maintenance of electronic security equipment.
2. Installs, configures and maintains computer software for electronic security systems.
3. Performs scheduled maintenance of security and communications systems; troubleshoots security and communications systems and performs minor repairs.
4. Assists with performing security needs assessments for city facilities.
5. When working in lead capacity, ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
6. Provides technical information to city staff during the design, construction and remodeling of city facilities; provides technical training to city staff as needed.
7. Monitors the operation of closed circuit television and digital recordings of city facilities.

CITY OF LAS VEGAS
Security Systems Technician (*continued*)

Essential Functions:

8. Responds to public and staff inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
9. Prepares clear and concise reports.
10. Estimates time, materials, and equipment required to complete assigned jobs; verifies receipt and inspects materials delivered by vendors. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
11. Maintains current security system floor plan drawings.

Marginal Functions:

1. Performs routine maintenance of security systems.
2. Maintains inventory of replacement parts for security equipment.
3. Assists in the preparation of the division or function budget.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of simple and sophisticated electronic security systems and network communications and their interaction.
Computer software installation and operation, to include MS-DOS and all recent versions of the Microsoft Windows operating system.
National Electrical Code at an advanced level, as applied to both high and low voltage wiring systems.
Preventive maintenance techniques and procedures.
Principles and practices of copper, wireless and fiber optic network communication systems.
Principles of mathematics applicable to electronic and related work.
Occupational hazards and standard safety practices.
Security system and network communication design techniques.
Operational characteristics of materials, equipment and tools used in security system repair and installation.
Troubleshooting and diagnostic techniques of security and network communication systems.
Blueprints, schematics, symbols, drawings and related materials.

CITY OF LAS VEGAS
Security Systems Technician (*continued*)

Skills in:

Leading, organizing, coordinating and reviewing the work of staff in the area of work assigned.
Independently performing the most difficult security system installation and repair work.
Preparing and submitting budget request forms to Dept of Detention & Enforcement Business Unit.

Operating a variety of repair equipment in a safe and effective manner.

Troubleshooting and solving problems on systems serviced.

Installing, learning and configuring new security system software packages.

Performing maintenance on security systems in a variety of city buildings, grounds and facilities.

Working on ladders and at heights.

Working near connected electrical circuits.

Distinguishing colors.

Interpreting, explaining and enforcing department policies and procedures.

Working independently in the absence of supervision.

Understanding and following oral and written instructions.

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:

Four years of increasing responsible electronic security system installation and maintenance.

Training:

Equivalent to graduation from high school, plus additional specialized training in electronic security systems installation and maintenance is required.

License or Certificate

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

Possession of category 5 cable termination and installation certificate is preferred.

Possession of fiber optic termination and installation certificate is preferred.

Special Requirement

City facilities operates 24 hours per day, seven days per week. May be required to be on-call and respond, if necessary, on a rotating schedule.

CITY OF LAS VEGAS
Security Systems Technician (*continued*)

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed both indoors and outdoors depending on job and work site.

Hazards: Exposure to noise, high voltage, extreme heat, electrical energy, working at elevated heights in confined spaces, slippery and uneven surfaces, and work around moving equipment.

Equipment Used: Ladders, single man manual lift and a variety of hand and power tools.

Safety Equipment: Recommend masks, safety glasses or goggles and other protective clothing if needed.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Constantly, throughout work shift, and is dependent upon work assignment.

Sitting: Frequently, required while operating or riding in vehicle or in a seated or inclined position while working at floor level or when performing computer related tasks.

Driving: Occasionally, to various locations around the city to perform assignments.

Bending: Frequently-constantly, required for various installations or maintenance of cameras and intercoms.

Crouching: Frequently, sometimes in tight quarters during various installations and repairs.

Kneeling: Frequently-constantly, usually can be alternated between a crouched or kneeling position to be able to make lower level repairs or installation.

Crawling: Occasionally, when pulling wires or running lower wires or piping.

Climbing: Frequently-constantly, on ladders almost on a daily basis to replace broken cameras, fix wiring or other devices.

Twisting: Frequently, as at times must work in awkward positions, tight quarters, and from single man lift or ladders.

Reaching: Frequently-constantly, to complete a majority of job tasks; majority of job tasks are over shoulder level when mounting cameras on high walls, corners or tops of buildings.

Balancing: Frequently, when climbing on ladders, occasionally single man lift, and working at heights to include on top of roof.

Lifting: Frequently, to handle various cameras, tools, wiring and ladders.

Carrying: Frequently, while completing camera installation.

Pushing: Frequently, to place cameras, wiring or electronic device into place; may utilize hand truck to move larger or multiple items; to move single man lift.

Pulling: Frequently, to pull wiring to camera equipment, intercoms and to perform various installs and repairs; may utilize hand truck to move larger or multiple items; pull single man lift into place.

Throwing: Occasionally, to dispose of materials.

CITY OF LAS VEGAS
Security Systems Technician (*continued*)

Physical Conditions:

Repetitive Motion: Frequently, with hands and wrists to grasp items and utilize tools, to replace relays, to drive, and to perform wiring tasks.

Other Physical Demands: Fingering to be utilized to hang cameras, manipulate relays on door control systems and to perform repairs with hand tools. Grasping is required to hold onto items such as cameras, larger tools, and to unload/load/set-up ladders. Wrist motions are repetitive in nature when pulling wire, typing on computer, and driving. Foot pedals used to drive. Good eye/hand coordination, manual dexterity and color perception are required to be successful in this occupation as worker must deal with high level of electronic wiring and small parts within tight quarters.

Maintaining effective audio-visual discrimination and perception needed for: Making observations. Communicating with others. Reading and writing. Distinguishing colors. Operating assigned equipment.

Maintaining mental capacity which allows the capability of: Making sound decisions. Effective interaction and communication with others. Demonstrating intellectual capabilities.

SEGAL

Rev 3/14/11

FLSA & City: nonexempt

CSB 5/25/11

ANIMAL CONTROL 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~~ Supervises and coordinates the programs and activities of the Animal Control section within the Department of Detention and Enforcement; ~~to~~ coordinates public information efforts throughout the community; and ~~to~~ performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Field Services Lieutenant or Administrative Officer~~ assigned division supervisor or higher management.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees. ~~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. Plans, prioritizes, assigns, supervises and reviews all services and activities of the Animal Control section including retrieval and care of lost or stray animals, promotion of animal welfare and control, investigation of cruelty-to-animals complaints, and issuance of citations, summonses and warrants regarding animals.
2. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures. ~~Assists in the development and implementation of goals, objectives, policies and priorities for assigned programs including administration, field services and oversight of the contract for shelter operations; recommends and administers policies and procedures; establishes schedules and methods for effective operations.~~
3. Establishes schedules and methods for providing licensing and enforcement services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

CITY OF LAS VEGAS

Animal Control Supervisor (*continued*)

4. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives. Participates in the hiring, selection and termination of employees; Sselects, motivates and evaluates assigned staff; provides or coordinates staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; reviews and evaluates work products, methods and procedures; works 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.
5. Oversees and participates in the development and administration of the section annual budget; directs the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves various financial transactions, including expenditures and revenues; expenditures; implements adjustments.
6. Oversees the repair and maintenance of department equipment and vehicles; monitors department supplies; prepares and submits requisitions for replacement items; participates in the selection and purchase of new vehicles and equipment.
- 6.7. Inspects the animal care facility contracted to care for animals impounded or found by city officers; ensures that the facility and treatment meet acceptable standards and that terms of the contract are being met.
- 7.8. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.; monitors financial transactions for services rendered by the facility.
7. Serves as liaison for the Animal Control section with other city departments, divisions and outside agencies; negotiates and resolves sensitive and controversial issues.
- 8.9. Serve as city representative on a variety of boards, commissions and committees; Pprepares and presents staff reports and other necessary correspondence.
- 9.10. Provides responsible staff assistance to the Field Services Lieutenant or Administrative Officer higher level management.
- 10.11. Provides for animal care by transporting animals to a veterinarian, if needed.
11. Conducts a variety of investigations and operational studies; recommends modifications to Animal Control programs, policies and procedures as appropriate.
- 13.12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of animal care and control.
13. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

CITY OF LAS VEGAS
Animal Control Supervisor (*continued*)

- 14.13. Plans routine patrols to search for stray animals; impounds and quarantines animals as appropriate.
- 15.14. Enforces city animal control laws; explains ordinances relating to keeping and caring for animals; issues citations for violations of the animal control ordinance.
- 16.15. Investigates reports or complaints of dogs, cats or other animals creating nuisances; takes appropriate action; investigates reports of animal abuse.
- 17.16. Coordinates assigned cases with the City Attorney's Office and courts as needed; writes requests for prosecution, search warrants and summonses; appears in court on applicable cases.

Marginal Functions:

1. May be required to respond to field and standby calls.
2. Organizes and delivers community education programs in conjunction with local animal interest groups, humane organizations and related groups; ~~deliver presentations to local area schools.~~
3. ~~Participation in hiring, selection and termination of employees.~~
- 4.3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the animal control section.
Principles and practices of program development and administration.
Principles of supervision, training, performance evaluation, and discipline.
Drugs used in animal chemical immobilization.
Advanced methods and techniques of enforcement and animal control.
Behaviors of domestic and wild animals.
Proper and safe use of immobilization and restraint devices.
Advanced emergency practices and procedures related to animal control.
Local geography and street locations.
Advanced methods of animal handling, collection and impoundment.
Various breeds of dogs, cats and other domestic and wild animals.
Advanced procedures and techniques for dealing with the public in a tactful but firm manner.
Applicable safety standards and practices and occupational hazards.
Report writing techniques and practices.
Basic bookkeeping principles and practices.
Principles and practices of municipal budget preparation and administration.
Pertinent federal, state and local laws, codes and regulations.

CITY OF LAS VEGAS
Animal Control Supervisor (continued)

Ability to: Skills in:

Using initiative and independent judgment within established guidelines.

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.

Working effectively in highly emotional situations.

Effectively dealing with personal danger, which may include exposure to armed or dangerous persons.

Annually demonstrating proficiency with firearms and immobilization devices.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining 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, including firearms, various animal restraint devices, two-way radios and service vehicles.~~

~~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:~~

- ~~— Lifting, running, sitting, walking or standing for extended periods of time; and~~
- ~~— Operating assigned equipment, including firearms, various animal restraint devices, two-way radios and service vehicles.~~

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience as an Animal Control Officer, including one year of lead or supervisory responsibility.

Supervisory or lead experience is preferred.

Training:

Equivalent to an Associate's degree from an accredited college or university with a major in animal science or a related field.

May substitute combination of equivalent education and experience. The City assesses 1.5 years of fulltime experience as equivalent to one year of education.

CITY OF LAS VEGAS
Animal Control Supervisor (continued)

License or Certificate

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

Must have successfully completed Levels I and II of the National Animal Control Academy or Levels I and II of the National Cruelty Investigator School on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to inclement weather conditions, a variety of domestic and wild animals, waste and infectious materials; may encounter a hostile environment.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, running, standing, bending, stooping, kneeling, sitting or crawling for extended periods of time;*
- *Heavy or moderate lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio/visual discrimination and perception to the degree necessary 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 require maintaining physical condition necessary for heavy or moderate lifting, bending, stooping, kneeling, crawling, climbing, running, walking, standing and sitting for prolonged periods of time.~~

SMMSEGAL

REV 10/11/063/8/11

FLSA: exempt; City: nonexempt

CSB-12/13/2006

COLLECTIONS OFFICER

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~~ locate and contact individuals and businesses owing money to the City of Las Vegas and ~~persuade them to pay~~; collects and processes payments; establishes and enforces payment plans; and ~~to~~ performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives direction from the ~~City Treasurer~~ Financial Supervisor.

~~May exercise technical and functional supervision over clerical staff.~~ act as a technical lead, 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. Collects and processes money owed to the ~~c~~City of Las Vegas by individuals and businesses for parking tickets, ~~and returned checks in payment for accounts receivable, business licenses, sewer payments, permit fees, park reservations, leisure activities and a variety of other fees, fines, permits, licenses and services~~ others.
2. Reviews a variety of collections reports, noting and correcting discrepancies in the application of payments or problems with computer processing, and researching missing data on responsible parties.
3. Ensures that notices are sent for outstanding parking tickets 35 and 55 days past due in accordance with established guidelines; contacts customers with large amounts outstanding by telephone or letter requesting payment.
4. Places stops on the Department of Motor Vehicles (DMV) computer system ~~for~~ to prevent vehicle owners with outstanding parking tickets ~~from renewing their license plates~~; verifies payment received and removes stop when paid in full.
5. Tracks payments and additional fees; ~~and~~ ensures that total amount due is accurate; ensures that accurate and detailed records are retained.

CITY OF LAS VEGAS
Collections Officer (*continued*)

- ~~6. Answer telephone, mail, email and in person inquiries, many of which require detailed review and research of information; provide requested information, schedule administrative hearings, explain procedures and answer questions; assist front counter staff with more complex or non-routine questions and situations.~~ Responds to telephone, mail, email and in person inquiries in a courteous manner; explains procedures and provides information within the area of assignment; schedules administrative hearings; assists front counter staff with more complex or non-routine questions and situations; resolves complaints in an efficient and timely manner.

Essential Functions:

- ~~7. Makes short term installment arrangements for customers who cannot pay in full; maintains records of payments and contacts customers who become delinquent; refers problem accounts to City Attorney's Office for civil action; handles wage garnishments, if granted.~~ collection agency.
- ~~8. Access a variety of computer systems to obtain information.~~ Retrieves data from a variety of databases and computer systems to track payments, locate customers locally and out of the area, and place and remove DMV stops.
- ~~9. Receives bankruptcies notices for business and individuals who owe money to the city and distributes the information to appropriate parties; may research bankruptcy information for parties with outstanding fines.~~
- ~~10. Appears before the parking ticket Hearing Officer, if requested, to assist with the details of customer's situation; performs research and provides information as needed.~~
- ~~11. Prepares performance statistics and reports.~~ iodic reports of activities and results as requested.
- ~~12. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.~~

Marginal Functions:

- ~~1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; answer questions; resolve problems or complaints in an efficient and timely manner.~~
- ~~2.1. Contacts rental agencies and out-of-state Departments of Motor Vehicles to gather and provide information about individuals and business that owe money to the city.~~
- ~~2. Oversees the record destruction process within the division.~~
- ~~3. Serve as the division contact for contracted collection agencies.~~
- ~~3.4. Performs related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Operations, procedures and activities of a collections program.
Methods and techniques of filing and record keeping systems.
Operational characteristics of personal computers, terminals and revenue terminals.
Generally accepted collection practices and procedures.
Pertinent federal, state and local laws, codes and regulations.
Principles of lead supervision and training.

Skills in Ability to:

Dealing tactfully with customers.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Interpreting, applying, explaining and enforcing applicable city laws, codes, regulations, policies and procedures.
Using a variety of resources to research cases and locate customers.
Making computations accurately and rapidly.
Working independently without direct supervision.
Using initiative and independent judgment within established guidelines.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with the public and fellow employees.

Ability to:

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:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible professional revenue collection experience in a financial institution, retail company, collection agency or government agency, including two years of difficult public contact in revenue collection.

Training:

~~Equivalent to Associates' degree from an accredited college or university graduation from high school supplemented by college level course work in with a major in business administration or a closely related field.~~

~~May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.~~

WORKING CONDITIONS

Environmental Conditions:

~~Office Location: Office environment;~~

~~Hazards: eExposure to computer screens.~~

Physical Conditions:

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

~~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.~~

KAGSEGAL

REV 9/23/034/7/2011

FLSA & CITY: nonexempt

CSB: 11/12/03

Segal 08/11/10

COMMUNICATIONS AND SECURITY SYSTEMS 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 direct, supervise and coordinate staff and activities of the Detention and Enforcement Control Center, central communications function, city-wide electronic and computerized door access system, security camera installation and maintenance, and city key shop; analyze and oversee special projects associated with the technical aspects of communications software programs; perform a variety of technical tasks relative to the area of responsibility and provide highly responsible and complex administrative support to the assigned Deputy Detention and Enforcement Director and Director, Detention and Enforcement.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from the Deputy Detention and Enforcement Directors and higher level Detention & Enforcement management staff.~~

~~Acts as a supervisor, exercising direct supervision, including selecting new employees and monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees. Exercises direct supervision over supervisory and technical 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. ~~Supervises all staff, services and activities of the detention control center and departmental communications through subordinate supervisors, including, but not limited to: access to the detention facility; receipt of calls regarding detention services, animal control, parking enforcement and marshal services; contact with on-duty field employees; and a variety of inmate record-keeping and coordination.~~
2. ~~Acts as the administrator for the city-wide electronic and computerized door access system; trains other department personnel as terminal operator; serves as the point of contact for matters related to installation, maintenance and programming of access system; serve as the department representative to various committees.~~
3. ~~Supervises the staff and daily operation of city key shop including inventory and key control.~~
4. ~~Supervises the staff and daily operation of security camera systems throughout the detention center and city properties.~~

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Communications and Security Systems Supervisor (*continued*)

5. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures. Manages and participates in the development and implementation of goals, objectives, policies and procedures; establishes unit operational priorities and identify resource needs.
6. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly. Directs, coordinates and reviews the work plans for all shifts; assigns work projects; and evaluate methods to improve operational efficiency.
7. Plans, directs, coordinates and reviews the unit business plan for workload distribution, training, policy and procedure effectiveness and professional standards compliance.
8. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; conducts organizational and operational studies; recommends modifications to programs, policies and procedures as appropriate; and implements changes as required.
9. Identifies, researches, and recommends technology and other opportunities for improving public service and implements approved improvements.
- ~~9.10. Participates in the selection and motivation of assigned staff; provides or coordinates staff training; plans, directs, coordinates and review the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; participates with subordinate supervisors to prepare and conduct formal performance evaluations; works 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. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.~~
- ~~10. Identify, research, and recommend technology and other opportunities for improving public service methods and procedures and implement approved improvements.~~
- ~~10.11. Oversees and participates in the development and administration of departmental training programs; forecasts funding needs for staffing, equipment, materials and supplies; prepares budget packages and approve expenditures.~~
- ~~11.12. Provides technical assistance and administrative support to the Deputy Detention and Enforcement Directors and Director, Detention and Enforcement and other higher level management staff.~~
- ~~12.13. Provides direction to staff by making major decisions in emergency situations.~~
- ~~13.14. Coordinates and conducts internal investigations of citizen, officer and staff complaints as assigned.~~

14.15. Serves as a liaison with other city departments, divisions, and outside agencies for training, instruction, assistance, strategic planning, special event coordinating, and emergency preparedness response and recovery; works with other agencies on collaborative projects.

15.16. Participates in conferences, workshops and professional training related to law enforcement; serves as the department's technical resource for all communications related aspects.

16.17. Assists in the development of new hire and in-service training programs and instruct courses as required.

17.18. Prepares and presents staff reports and other necessary correspondence to department and city management.

19. ~~Work with other agencies on collaborative projects.~~

Essential Functions:

20. ~~Conduct a variety of organizational and operational studies; recommend modifications to programs, policies and procedures as appropriate.~~

21.19. Attends and participates in professional group meetings; stays abreast of trends and innovations in the communications, security and enforcement fields.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of modern technical communications, physical security, and law enforcement operations.

Modern and complex principles of management, supervision, training and performance and equipment evaluation.

Principles and practices of law enforcement field operations, physical security and detention operations.

Principles of municipal budget preparation and assessment.

Pertinent local, state and federal laws, ordinances and operating procedures.

Modern office procedures, methods and computer equipment.

Technical and administrative aspects of communications, equipment, research, training and implementation.

Principles and techniques of direct-contact public relations.

Skills in: Ability to:

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Communications and Security Systems Supervisor (*continued*)

Learning various software applicable to area of responsibility.

Setting and adjusting priorities in a rapidly changing environment.

Planning, organizing and prioritizing assignments.

Managing multiple assignments.

Using initiative and independent judgment within established guidelines.

Interpreting, applying, explaining and enforcing city and department policies and procedures.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and recommending best options and implementing approved solution in support of goals.

Demonstrating keen powers of observation, judgment, sound decision making and memory.

Meeting critical deadlines.

Providing excellent customer service to the public, all levels of city employees, employees of other law enforcement agencies, and elected officials.

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

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Communicating clearly and concisely, both orally and in writing.

Ability to:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

- ~~_____ Sitting for extended periods of time; and~~
- ~~_____ Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Five years experience in public safety communications or dispatch, or security and surveillance, or a field related to the essential functions. Must include three years in a lead or supervisory capacity.

Training:

Associate degree from an accredited college or university with a major in communications, criminal justice, business management or a field related to the essential functions. A

CITY OF LAS VEGAS

Communications and Security Systems Supervisor (*continued*)

~~combination of formal education and directly related work experience may substitute for the degree.~~

May substitute combination of equivalent education and experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate:

Possession of a Communications Center Supervisor certification from the Association of Public Safety Communications Officials within six months of the date of appointment.

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

WORKING CONDITIONS

Environmental Conditions:

Office environment, exposure to computer screens; minimal inmate contact.

Physical Conditions:

Essential and marginal functions may require:

~~maintaining physical condition necessary for sitting and managing multiple tasks for prolonged periods of time.~~

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.*

ARBSEGAL

REV 9/16/08 (formerly Control Center & Communications Supervisor) 3/14/11

FLSA: exempt; City: nonexempt

CSB 10/8/08

PUBLIC SAFETY TECHNICIAN DETENTION & ENFORCEMENT COMMUNICATIONS
SPECIALIST

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

DEFINITION

Receives and transmits general and emergency communications for the corrections and law enforcement units; operates electronic and communications equipment; monitors the safety, security, movement and placement of inmates in the detention center. To perform a variety of duties involved in the reception and transmission of general and emergency communications for the corrections and law enforcement units of the Department of Detention and Enforcement; to operate electronic and communications equipment to monitor the safety, security, movement and placement of inmates in the detention center and to perform a variety of technical tasks and related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~This is the full journey level class within the Public Safety Technician series. Employees perform the full range of duties assigned, including receiving and routing calls regarding complaints, crimes and requests for services; dispatching calls to law enforcement and corrections units; monitoring entrances to correctional facilities and grounds by video surveillance equipment and related duties. 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. This class is distinguished from the Control Center Supervisor Senior Public Safety Technician in that the latter exercises functional and technical supervision in a lead capacity over the journey level class and participates in more complex control room activities.~~

SUPERVISION RECEIVED

Receives general supervision from higher level management staff.

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

Essential Functions:

1. Receives and responds to calls from the public requesting information or assistance regarding detention services, animal control, parking enforcement or deputy city marshals and dispatches the appropriate officers and equipment as needed, or transfers calls requiring emergency response to the appropriate agency.

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Public Safety Technician Detention & Enforcement Communications Specialist (continued)

- ~~2. Coordinates with other law enforcement agencies to provide and confirm information about inmate and warrant status, and arranges transportation for inmates. Receive and respond to calls from the public and other law enforcement agencies regarding information about inmate status; refer calls regarding inmates in other jurisdictions to appropriate agencies.~~

Essential Functions: (continued)

- ~~3. Maintains contact with field units using telecommunication systems. Coordinates emergency calls and relays information and assistance requests involving other law enforcement and fire agencies. Retrieves and inputs communications and public safety information into National Crime Information Center (NCIC), Nevada Criminal Justice Information System (NCJIS), Shared Computer Operations for Protection in Enforcement (SCOPE), and other applicable databases.~~

~~Maintain contact with all units on assignment; maintain status and location of officers in the deputy marshals, corrections, animal control and parking enforcement units using the radio and telephone and by monitoring closed-circuit television cameras.~~

- ~~3.4. Controls and monitors all video security screens, access gates and door entrances within the detention facility; monitors the location of all inmates, visitors and staff within the detention facility.~~

- ~~5. Controls and monitors all alarm systems throughout city facilities; responds to activated alarms by contacting the appropriate agencies.~~

- ~~6. Coordinates activities with the city court staff including verifying the court schedules of inmates scheduled to appear.~~

~~5. Confirm warrants on individuals with other agencies upon request from deputy city marshals and prior to release of an inmate from custody.~~

~~6. Monitor fire alarms within the detention center, corrections officers' distress alarms and panic alarms throughout city facilities; enter information into a computer; dispatch appropriate personnel and equipment.~~

~~7. Maintain inmate records regarding population, housing, work assignment and related activity; check for releases; verify documents; arrange for transports; verify Municipal, Justice and District court calendars for inmates scheduled to appear.~~

~~8. Retrieve and enter data from and into teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information, such as National Crime Information Center (NCIC), Nevada Criminal Justice Information System (NCJIS), Metropolitan Police Department's SCOPE system and the Department of Motor Vehicles.~~

- ~~5.7. Maintains and verifies a variety of automated and manual logs, records and files related to communications and public safety; performs a variety of record keeping, filing, indexing and other general clerical work.~~

~~Use computer terminals and personal computers to access various databases to input and retrieve information regarding corrections, animal control, parking enforcement and deputy city marshal activities and records.~~

~~Use the telecommunications systems to coordinate emergency calls and relay information and assistance requests involving other law enforcement and fire agencies.~~

8. Provides support to other stations with control centers as necessary.

Marginal Functions:

1. Tests and inspects equipment as required; conducts fire drills.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Rules, regulations and procedures governing the operation of a radio communications transmittal and receiving system.

Procedures used in operating computer-aided dispatch systems.

Responsibilities and jurisdiction of other public safety agencies.

Principles and procedures of record keeping.

Law enforcement codes, practices and methods.

Modern office procedures, methods and computer equipment.

Correct English usage, spelling, punctuation and grammar.

Basic computer and data entry procedures.

Geographic features, facilities and streets within the area served.

Skills in: Ability to:

Learning the rules, regulations and procedures governing the security and access of a detention center.

Effectively performing public safety communications activities.

Operating computer-aided dispatch systems.

Operating radio transmitting equipment.

Prioritizing calls received.

Performing routine clerical duties.

Working under pressure, exercises good judgment and makes sound decisions in emergency situations.

Effectively communicating with and eliciting information from upset and irate citizens.

Operating a computer terminal, teletype and other office equipment.

Working various shifts as assigned.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

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

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

- ~~_____ Sitting for extended periods of time~~
 - ~~_____ Operating assigned communications, office, computer and video equipment.~~
- Maintain effective audio-visual discrimination and perception needed for:
- ~~_____ Making observations~~
 - ~~_____ Communicating with others~~
 - ~~_____ Reading and writing~~
 - ~~_____ Operating assigned communications, office, computer and video equipment.~~

~~Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~

Experience and Training Requirements

Experience:

Two years of experience as a radio dispatcher, telephone/PBX operator, or telephone customer service representative in a high call volume environment, or closely-related experience. experience related to the essential functions.

Training:

Equivalent to graduation from high school.

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

License or Certificate

Must type 30 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.;

Hazards: eExposure to computer screens.

Physical Conditions:

~~Essential and marginal functions may require: maintaining physical condition necessary for intense attentiveness, sitting and managing multiple tasks 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 to the degree necessary for:

- ~~_____ Making observations,~~

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Public Safety Technician Detention & Enforcement Communications Specialist (continued)

- *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 6/24/054/26/11 (formerly Public Safety Technician)

FLSA & City: nonexempt

CSB 7/13/05

ACCOUNTING-FINANCIAL 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~~ Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for financial and administrative records in- the areas of accounts payable, general accounts receivable, sewer services, collections, and records retention; ~~to~~ provides customer service; ~~to~~ oversees and participates in all work activities; and ~~to~~ performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Accounting Operations Manager or~~ higher level management staff.

~~Exercises direct supervision over technical and clerical staff. Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.~~

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

Essential Functions:

1. Acts as first line supervisor for designated staff within a department, training and cross-training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives. ~~Plan, prioritize, assign, supervise and review the work of staff responsible for financial and administrative records in the areas of accounts payable, general accounts receivable, sewer services and records retention.~~
- 1.2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
- 1.3. Responds to and resolves inquires and problems for city staff, city lobbyists, banks and the public; resolves complaints in an efficient and timely manner.
- 2.4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures. Recommends and assists in the implementation of section goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.

CITY OF LAS VEGAS
Accounting/Financial Supervisor (Continued)

~~3.5. Establish schedules and methods for providing accounting and administrative services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.~~

6. Supervises and assists with the more complex or sensitive situations involving staff, internal and external customers.

~~4. 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.~~

~~5. Explain fees, taxes, sewer services, accounts payable, records retention and general accounts receivable procedures to departments and the public.~~

~~6. Receive and respond to inquiries and complaints and resolve complex issues from departments, vendors and the public.~~

9.7. Leads and participates in computer implementations; drafts system requirements and specifications for new systems and changes to existing programs; performs testing and business process analysis; makes recommendations to management when necessary.

~~Develop, coordinate and implement changes to business processes to ensure efficient operation of system and optimum customer service.~~

10.8. Compiles data, reviews and prepares audit schedules for external audit; responds to inquiries from external auditors.

~~11.9. Participate in the preparation and administration of section budget; submit budget recommendations; monitor expenditures and reconcile records.~~

~~10. Prepare and analyze reports on operations and activities.~~

~~11. Determine the fiscal impact for new programs and assist with their implementation; prepare fiscal reports and special reports relating to the progress of new programs.~~

~~14.~~

~~12. Recommend and monitor fiscal procedures within the section; review audit findings and implement corrective action.~~

~~13. Coordinate department microfilm and imaging activities and ensure compliance with the records retention schedule; receive and respond to inquiries and subpoenas from other departments, agencies and the public; use sound judgment in providing technical assistance; explain pertinent regulations, policies and procedures.~~

~~14. Oversee, monitor and evaluate the efficiency, effectiveness and procedures of the procurement card system.~~

CITY OF LAS VEGAS

Accounting Financial Supervisor (Continued)

- ~~15. Prepare and review documentation to support the Comprehensive Annual Financial Report (CAFR); respond to inquires from external auditors.~~
10. Plans, directs and participates in the analysis and preparation of various financial statements, accounts, fiscal reports and special reports relating to the progress or problems of assigned area of responsibility; analyzes receivables and disbursements; reviews exceptions reports for invoices on hold and resolves discrepancies.
11. -Reviews and authorizes all disbursements.
12. Reviews all outstanding accounts receivables before placing account with collection agency or placing liens and tax rolls with Clark County.
13. Determines and authorizes fee and penalty adjustments to customer accounts in accordance with established guidelines and policies.
14. Participates in various collection functions related to recovering money owed to the city, including placing stops on Department of Motor Vehicle computer systems, establishing and enforcing payment plans, filing small claims actions, and representing the city in small claims court.
15. Ensures that the automated and manual logs, records and files maintained by lower level staff are complete, accurate and in accordance with established procedure. Ensures adherence to record retention requirements.
16. Prepares, reviews, updates and monitors, as necessary, a variety of annual fees and fee schedules; prepares annual schedule of bill dates and penalty deadlines.
17. Monitors and maintains appropriate resources to ensure efficient and effective operations.
- 19.18. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations in addition to federal, state, local laws, codes and regulations.

Marginal Functions:

- ~~1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting and records management.~~
- 2.1. Participates in the preparation and administration of the section budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
- 3.2. Performs related duties and responsibilities as required.

QUALIFICATIONS

CITY OF LAS VEGAS

Accounting-Financial Supervisor (Continued)

Knowledge of:

- Policies, practices and procedures of accounting, collections, and records management programs.
- Principles and techniques of supervision, training and performance evaluation.
- Basic codes, policies and procedures related to the maintenance, recording and storage of legal documents, including the use of electronic methods.
- Accepted collection practices, techniques and procedures.
- Basic principles and practices of record keeping.
- Pertinent federal, state and local laws, codes and regulations.
- Basic principles and practices of budget preparation and administration.
- Methods and techniques of analysis.
- Concepts and practices of mathematics and finance.
- Methods and practices of accounting system implementation and upgrades.
- Generally accepted accounting principles and procedures.
- Current office procedures, methods, computer equipment and standard software packages.
- Correct business English including spelling, grammar and punctuation.

Skills in: Ability to:

- Use initiative and independent judgment within established guidelines.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions and recommend best options.
- Manage multiple assignments.
- Plan, organize and prioritize assignments.
- Administer automated financial and records management systems.
- Interpret and explain city policies and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. ~~Maintain 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:

CITY OF LAS VEGAS
Accounting Financial Supervisor (Continued)

Three years of increasingly responsible ~~accounting~~ financial experience and three years of lead or supervisory experience.

Experience with Enterprise Resource Planning (ERP) systems is desirable.

Training:

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

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

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.

SMMSEGAL

Revised 5/14/07 4/4/2011 (combining Accounting Supervisor and Collections Supervisor)

Nonexempt

CSB 8/22/07

Segal 07/15/10

LAW ENFORCEMENT SUPPORT 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 supervise, plan, prioritize, coordinate, assign, review and participate in the processing inmates through the city detention facility, recording data and coordinating information with court and law enforcement agencies, processing bail and bond transactions, researching and providing general information to bail bondsman and the general public, and maintaining inmate files, records and reports; and to perform a variety of administrative and technical tasks relative to assigned areas of responsibility.~~ Oversees the work of Law Enforcement Support Technicians. Schedules, trains, and evaluates employees. Handles escalated situations. Develops and updates operating procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Corrections Lieutenant~~ assigned division supervisor or other management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees. ~~over Law Enforcement Support Technicians.~~

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

Essential Functions:

1. Plans, prioritizes, coordinates, assigns, reviews and supervises the work of staff responsible for the legal documents and procedures required to process inmates through the city detention facility.
- ~~1. Plans, prioritizes, coordinates, assigns, reviews and supervises the work of staff responsible for the legal documents and procedures required to process inmates through the city detention facility; booking, court appearances, sentencing and release; receipt of inmates' personal possessions at entry and release; recording data and coordinating information with court and law enforcement agencies; processing bail and bond transactions; researching and providing general information to bail bondsman and the public; and maintaining inmate files, records and reports.~~
2. Ensures employees adhere to established work methods, and techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

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Law Enforcement Support Supervisor (*continued*)

~~2.3. Acts as first line supervisor for designated staff within the department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives. Participates in the selection of staff; provide or coordinate staff training; works with the other supervisors to plan, direct, coordinate and review the work plan for staff, ensuring adequate coverage and work distribution for a 24 hour operation; assigns work activities and projects; reviews and evaluates work products, methods and procedures; prepares and conducts formal performance evaluations; works 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.~~

~~4. Establish schedules and methods for the operation of the work unit; review needs with appropriate management staff; allocate resources accordingly.~~

Essential Functions:

~~5.4. Supervises the validation and confirmation of Las Vegas Fire & Rescue and Nevada Attorney General warrants; interprets court documents necessary to process defendants through detention facility.~~

~~6.5. Supervises and participates in all normal shift duties, including maintenance of a variety of logbooks, time cards and attendance records.~~

~~7.6. Maintains proficiency with the criminal justice databases NCIC (National Crime Information Center) criminal computer system; certifies documents and makes court appearances in response to applicable warrants served.~~

~~8.7. Serves as liaison for the division with other city departments, divisions, law enforcement, public and outside agencies. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner. Responds to law enforcement agency and public inquiries, provide information within the area of assignment; resolve complaints in an efficient and timely manner.~~

~~9.8. Assembles data and statistics, and provides written and oral reports of shift activities upon request.~~

~~10.9. Supervises maintenance of in-custody inmate records, including courtesy holds for other jurisdictions.~~

~~11.10. Coordinates the documentation of inmate identification process, including all aliases and identifiers.~~

~~12.11. Participates in the preparation and administration of the area budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures. Participates in annual section budget preparation; forecast section needs.~~

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

13.12. Ensures the maintenance of archived inmate records; coordinate storage of inmate files and various reports and logs including preparation for microfilming; documents retrieval from the microfilm records system as required.

14.13. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures. ~~Recommends and participate in the development of goals, objectives, policies and procedures; implement approved policies and procedures.~~

Marginal Functions:

1. Attends and participates in group meetings. Stays abreast of new trends, programs and innovations.
2. Performs a variety of record keeping, filing and other general clerical duties.
3. ~~May be required to n~~Notarizes documents as required.
4. Ensures an adequate stock of office supplies and equipment.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Procedures and policies governing booking and release of inmates, and bail bond transactions.
Applicable city and department policies and procedures.
Principles and techniques of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.
Procedures and operations of law enforcement agencies and correctional facilities.
Local court systems.
Basic mathematical and record keeping principles and techniques.
Applicable computerized law enforcement information systems.
English usage, spelling, grammar and punctuation.
Advanced principles and techniques of customer service.
Effective telephone techniques.
Modern office methods, practices and procedures and common office computer applications, such as word processing and spreadsheet.

Ability to: Skills in:

Reading, interpreting, applying, ~~explain~~explaining, and enforcing applicable city and department policies and procedures, and applicable laws and regulations.

CITY OF LAS VEGAS

Law Enforcement Support Supervisor (*continued*)

- Reading, interpreting, applying and explaining information in legal documents and reference manuals.
- Dealing effectively with difficult situations involving inmates and the public.
- Demonstrating respect and sensitivity for cultural differences.
- Communicating with individuals from a variety of social, cultural, economic and educational backgrounds.
- Producing written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Operating various law enforcement computer systems and interpret responses.
- Using initiative and independent judgment within established guidelines.
- Recognizing problems, defining issues, collecting and analyzing pertinent data, identifying alternative solutions, project consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.
- Understanding and follow oral and written instructions.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Operating a computer terminal, teletype, personal computer and other common office equipment.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in law enforcement, social services or a related field, including supervisory or lead responsibility.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of a Nevada notary public license within six months of the date of appointment.

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

WORKING CONDITIONS

Environmental Conditions:

Location: Correctional facility environment; potentially hostile customers,-

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

Hazards: eExposure to computer screens, noxious or offensive fumes or odors.

Physical Conditions:

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

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 to the degree necessary 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.*

SMMSEGAL

REV 9/11/063/14/11

FLSA: exempt; City: nonexempt

CSB 9/27/06

LAW ENFORCEMENT SUPPORT TECHNICIAN

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

DEFINITION

~~To perform a variety of technical and clerical duties related to booking and releasing arrestees through the city's detention facilities, including processing arrest documents, recording data and coordinating information with law enforcement and court agencies; to process bail and bond transactions, research and provide general information to bail bondsman and the general public; to maintain inmate files, records and reports.~~ Processes inmates through the City's detention center, including processing arrest documents, performing criminal information searches, processing bail and bonds transactions, coordinating sentencing information with courts, and processing releases. Provides inmate and warrant information to the general public.

SUPERVISION RECEIVED

Receives general supervision from the Law Enforcement Support Supervisor and other management staff.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Participate in the collection and verification of criminal history and personal information of inmates; complete forms and input data into criminal justice databases; conduct data searches using the National Crime Information Center (NCIC) database; process the admittance and initiate release of inmates; review paperwork for completeness and accuracy; Retrieves and inputs inmates' criminal and personal information in the National Crime Information Center (NCIC) and other appropriate criminal justice databases; processes information obtained from arrest documents and inmate interviews; distributes booking information to appropriate departments and, if applicable, to other law enforcement agencies.
2. Maintains and verifies a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
- 1.3. Processes warrant, bail and bond transactions including accepting and filing cash and related documentation, preparing and reviewing appropriate documentation, reports, and bank depositions, and explaining bail posting options and procedures.
4. eCoordinates activity and communication with federal, state and local law enforcement and correctional agencies pertaining to inmate detainment and release.
- 2.5. Coordinates court activity with staff of the city's Municipal Court including sentencing information ; review and process court documents regarding inmate custody, court

CITY OF LAS VEGAS

Law Enforcement Support Technician (*continued*)

~~appearance or release; maintain a variety of accurate records and files including daily log books, ledgers and reports that document activity and incidents; process all information obtained from inmate interviews and provides administrative support to the Municipal Court as necessary and correct reports and files as necessary; process record recovery requests received from department administration, court judges, attorneys or the general public.~~

~~3. Verify, coordinate and communicate inmate information regarding inmate detainment and release with court and federal, state and local law enforcement or correctional facilities; provide bail and charge information; assist with location of missing persons; provide information assistance for requests from police, court and other jurisdictions.~~

~~4.6. Confirm, eEnters and validates warrants; verify with issuing court, that records contain complete and accurate information; record and maintain security of inmate currency, checks, credit cards and negotiable items.~~

Essential Functions:

~~5. Provide bail and charge information and cashiering services using criminal justice computer systems and printed bail schedules; interpret system specific codes to determine bail, charges and detainer information; research and provide bail information for corrections officers, bail bondsmen and the general public regarding inmates in city of Las Vegas custody and Las Vegas Municipal Court defendants who are in custody for contracted agencies.~~

~~6. Explain bail posting options and procedures to city inmates, inmates in other jurisdictions with Municipal Court detainees, and the general public; provide information to the public regarding Nevada Insurance Commission's list of local bonding companies.~~

~~7. Records, and secures and releases inmates' property and money.~~

~~Process cash bails and bonds for inmates in City of Las Vegas custody and for Municipal Court defendants in custody in other jurisdictions; accept cash bails/bonds and review for accuracy and validity; enter bail/bond proceedings information into Court's computer system to satisfy warrants, exonerate previous bonds and maintain cases for future court appearances as needed.~~

~~8. Process all revenue collected from bails and filing fees; prepare bank deposits and maintain activity and revenue logs; prepare end of day and end of shift reports.~~

~~9. Maintain and retrieve inmate records; research record requests for Detention & Enforcement, Municipal Court and other judicial and law enforcement agencies; file documents according to established guidelines; periodically review files for accuracy.~~

~~10. Accept bond surrender documentation from bail bondsmen and fugitive retrieval agents; review Temporary Custody Records for accuracy and insert correct bail information.~~

~~11. Receive, file and distribute inmate checks upon request.~~

~~12. Receive property and vehicle release request forms from inmates and the general public; explain property release procedures.~~

CITY OF LAS VEGAS

Law Enforcement Support Technician (continued)

13.8. Answers inquiries from citizens, attorneys and representatives from city departments and outside agencies in-regarding inmates and department operations, policies and procedures; provides authorized information.

14.9. Maintains confidentiality and security of documents and inmate information in accordance with state law and department rules and regulations.

Marginal Functions:

1. Assists correctional staff with inmate identification functions.
2. Notarizes documents as required.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Departmental policies and procedures.

Principles and procedures of record keeping.

Basic mathematical principles.

Modern office methods, practices, procedures and computer equipment.

Various law enforcement computerized information systems.

Local court systems.

Procedures and policies governing booking, release of inmates, and bail bond transactions.

Pertinent federal, state and local laws and ordinances.

Procedures and operations of law enforcement agencies and correctional facilities.

Business English usage, spelling, grammar and punctuation.

Basic techniques of business letter and report writing.

Principles and techniques of customer service.

Effective telephone techniques.

Ability to:Skills in:

Interacting with the general public, including those who may be hostile or distressed.

Maintaining confidentiality and security of information and documents.

Performing multiple tasks simultaneously.

Organizing and prioritize tasks.

Reading, understanding and processing detailed legal documents.

Meeting established schedules and time lines.

Working independently with minimal supervision.

Using available tools to improve efficiency and accuracy.

Learning, understanding and applying the laws, ordinances, codes, policies and procedures related to processing law enforcement documents.

Operating and becoming certified on various local, state and federal law enforcement computer information systems.

Learning procedures and policies governing booking and release of inmates and bail bond transactions.

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

Understanding local court system, pertinent laws and ordinances.
Following detailed procedures and standards.
Understanding and following written and oral instructions.
Dealing effectively with difficult situations involving inmates and the general public.
Collecting, compiling and maintaining statistical data used for a variety of reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Maintaining accurate records and reports.
Making arithmetic calculations accurately and rapidly.

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

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

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

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

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

- ~~_____ Sitting for extended periods of time; and~~
- ~~_____ Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Two years of experience that includes all of the following:

- Data entry;
- Record keeping or clerical experience;
- Computer data input and retrieval; and
- Cash handling.

Experience in the field of law enforcement or criminal justice is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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

CITY OF LAS VEGAS

Law Enforcement Support Technician (continued)

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

Special Requirements

The Department of Detention and Enforcement operates 24 hours per day, 7 days per week. Assigned work schedule may change and may be for any shift and any day of the week.

Unforeseen scheduling events may require the extension of a normal work shift, up to an additional full shift, with little or no advance notice.

Verbal fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Correctional facility environment; potentially hostile environments;

Hazards: Exposure to computer screens, dust, fumes, offensive odors, infectious diseases, offensive language, offensive actions, and hostile individuals.

Physical Conditions:

Essential and marginal functions may require:

maintaining physical condition necessary for walking, sitting and standing 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 to the degree necessary 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 6/27/085/4/11

FLSA & City: nonexempt

CSB 7/23/08

LOCKSMITH

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 p~~Performs a variety of technically skilled and difficult locksmith maintenance tasks; and ~~to~~performs a variety of technical tasks related to area of assignment.

DISTINGUISHING CHARACTERISTICS

~~This is the full journey level class within the Locksmith series. Employees within this class are distinguished from the Senior Locksmith in that they have no lead supervision responsibility. Employees in this class perform the full range of duties assigned, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.~~

SUPERVISION RECEIVED

Receives general supervision from higher level Detention & Enforcement staff.

~~Receives general supervision from the Detention & Enforcement Administrative Officer.~~

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

Essential Functions:

1. Installs, adjusts and repairs commercial and residential locksets on doors, safes, furniture and file cabinets.
2. Issues, maintains, and tracks access to keys and card access keys; maintains and updates paper and electronic records of key access within various city computer tracking systems; participates in maintaining the city-wide electronic and computerized door access system.
- 2.3. Maintains high security institutional locking devices, including cell block doors, electric locks and strikes.
- 3.4. Installs, repairs and replaces automotive locking devices.
- 4.5. Picks locks; drills out and replaces damaged locks in the field and in the lock shop; maintains a master keys lock system.
- 5.6. Cuts keys by hand and machine; issues keys.

CITY OF LAS VEGAS
Locksmith (*Continued*)

6.7. Installs, adjusts and maintains all-various types of exposed and concealed door closing devices.

7.8. Fabricates replacements for damaged or broken parts.

8.9. Estimates time, materials and equipment required for jobs assigned; requisitions materials as required.

10. Coordinates the electronic access card program, including issuing and setting up and removing individual access cards, and entering access information into systems; acts as a liaison between the city and outside vendors responsible for electronic access systems.

9.11. Assists with maintaining a sufficient supply of materials so work will not be unreasonably delayed; assists in maintaining the security of high-value tools, materials and equipment.

10.12. Reads and interprets floor plans, sketches, drawings and blueprints. Recommends specific hardware for new and existing projects; orders supplies, materials and equipment as required.

11.13. Enters essential data into designated databases, maintains appropriate reports, and coordinates work orders.

Marginal Functions:

1. Performs related duties and responsibilities as required.
2. Coordinates and assists in transporting safes.

QUALIFICATIONS

Knowledge of:

Techniques of installation, maintenance and repair of a variety of locking systems.
Wiring schematics and electronic locking devices and systems.
Tools and materials currently used in locksmithing.
General principles and practices of building trades.
Occupational hazards and standard safety practices.

Ability to: Skills in:

Operating a variety of locksmith tools and equipment in a safe and effective manner.
Installing, repairing and maintaining locks and locking devices and systems.
Picking and drilling damaged locks open.
Cutting and making keys by hand and machine.
Reading blueprints and plans.
Analyzing and correcting mechanical and electrical malfunctions in sophisticated access alarm and security systems.

CITY OF LAS VEGAS
Locksmith (*Continued*)

Operating computerized equipment.

Working independently in the absence of supervision.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining 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, standing or sitting for extended periods of time~~

~~Operating assigned equipment and vehicles.~~

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

~~Making observations~~

~~Communicating with others~~

Ability To: (continued)

~~Reading and writing~~

~~Operating assigned equipment and vehicles.~~

Experience and Training Requirements

Experience:

Two years of increasingly responsible locksmith experience.

Training:

Equivalent to graduation from high school supplemented by additional specialized training in locksmithing.

License or Certificate

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

Special Requirement

~~Will~~ May be required to be on-call and respond, if necessary, ~~on a rotating schedule.~~

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; exposure to noise, dust, high voltage, computer screens, extreme temperatures, and detention center environment; work in restricted spaces.

Physical Conditions:

CITY OF LAS VEGAS
Locksmith (*Continued*)

Essential and marginal functions require:

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

- *Bending, stooping, kneeling, crawling, walking, standing, or sitting for extended periods of time;*
- *Moderate lifting; 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 moderate lifting, bending, stooping, kneeling, crawling, standing or sitting for prolonged periods of time.~~

SMMSEGAL

REV 7/19/2005/5/11

FLSA & City: nonexempt

CSB 9/14/2005

PARKING ENFORCEMENT OFFICER

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

Patrols city streets and facilities, in a vehicle or on foot, enforcing parking and non-moving vehicle regulations. Issues parking citations for violations observed. Responds to, investigates and documents reports of abandoned and/or hazardous vehicles. To perform a variety of duties and responsibilities involved in the enforcement of city parking ordinances; and to provide general information and assistance to the public.

SUPERVISION RECEIVED

Receives general supervision from the Parking Enforcement Supervisor.

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

Essential Functions:

1. Patrols city streets and facilities, in a vehicle or on foot, enforcing parking and regulations applicable to non-moving vehicles.
2. Issues parking citations for violations observed including overtime parking and illegal parking.
3. Assists the public by providing directions and responding to questions and inquiries.
4. Responds to reports of abandoned or potential hazardous vehicles; investigates and documents situation and impounds vehicles as necessary.
5. Immobilizes vehicles as allowed by Municipal Code.
6. Reports broken meters and signs, repairs, report traffic accidents and other occurrences to the authorities.
7. Maintains daily supplies for patrolling assigned area; inspect assigned vehicle for needed maintenance, operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
8. ~~Maintain a variety of accurate records related to citations, abandoned vehicles, impounded vehicles and immobilized vehicles;~~
8. Prepares related daily and monthly reports.

CITY OF LAS VEGAS
Parking Enforcement Officer (*continued*)

9. Maintains a variety of automated and manual logs, records and files.

~~15.10.~~ Testifies in court as needed.

Marginal Functions:

1. Assists with parking enforcement control for at special events.
 2. ~~Assists~~ May be assigned to assist with the collection of coins from parking meters as assigned;
~~push cart along route, emptying coins from meters into container;~~ delivers coins to Treasury
when route is completed.
 3. May perform repairs on meters and signs as needed.
- ~~5.4.~~ Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Basic record keeping principles.
Safe driving practices.
Basic safety procedures related to the job.

Skills in: Ability to:

Learning city parking and related ordinances.
Learning Nevada motor vehicle codes related to non-moving traffic violations.
Learning geography of assigned enforcement area.
Enforcing parking and traffic regulations in a firm but tactful manner.
Learning to operate computer to process and acquire data relative to enforcement activities.
Working independently without constant supervision.
Learning, understanding and applying pertinent laws, rules and regulations.
Understanding and following oral and written instructions.
Performing general clerical tasks.
Driving assigned vehicle in a safe manner.
Communicating clearly and concisely, both orally and in writing.
Responding to requests and inquiries from the general public.
Understanding and following oral and written instructions.
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, or sitting for extended periods of time; and~~

CITY OF LAS VEGAS
Parking Enforcement Officer (*continued*)

- ~~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.~~

Experience and Training Requirements

Experience:

Two years of increasingly responsible work experience which required the frequent interpretation, explanation or enforcement of varied codes and regulations, including frequent difficult public contact.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a valid, appropriate 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: 100% outdoors or in vehicle patrolling city streets and facilities. Vehicles are only partially climate controlled due to frequent in and out and chalking tires.

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

Equipment Used: Various vehicles, including scooters, pickup trucks, passenger cars, bicycles and Segways, hand-held computer, radio, chalk stick, parking violation book, vehicle immobilizers.

Safety Equipment: Seat belts while operating vehicle, helmets and eye protection as required.

Physical Conditions:

Essential and marginal functions require ~~maintaining physical condition necessary for:~~

CITY OF LAS VEGAS

Parking Enforcement Officer (*continued*)

Standing/walking: Depending on assignment, whether foot patrol, vehicle patrol or coin collection, walking varies. Vehicle patrols require walking short distances from vehicle to violation site while writing citation. Foot patrols and coin collection require continuous walking, constantly throughout shift. May walk 6-8 miles, depending on shift assignment.

Sitting: For motorized patrol, frequently, up to 70% of work shift in vehicle. For foot patrols, minimal sitting except for breaks and lunch.

Lift/carry: Frequently, 1-5 lbs., chalk stick, ticket book, hand-held computer. Occasional, lifting up to 37 lbs., bag of coin or vehicle immobilizer.

Push/pull: Occasional 10-30 lbs. while pulling coin cart. Normal driving activities, 5-15 lbs. force, opening doors and operating vehicle.

Climbing: Stepping in and out of vehicle up to 100 times per shift.

Bending/twisting: Bending at waist laterally to right or left side while operating vehicle and chalking tires. Bending while retrieving coins, picking up coin bags, securing carts in van and while applying or removing vehicle immobilizer. Other bending in normal driving activities.

Kneeling/crouching/crawling: Occasional crouching while securing coin carts in van and while applying or removing vehicle immobilizer.

Hands/arms: Constant use of both hands and arms in operating a vehicle in motorized patrol. In foot patrol, writing task can be accomplished by one arm and hand using other in an assistive fashion.

Sight: Constant use of sight in performance of duties.

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

Other physical demands: Constant awareness of surroundings while operating motor vehicle in high traffic and congested areas.

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.

ARBSEGAL

REV 10/26/065/4/11

FLSA and City: nonexempt

CSB-2/14/07

PARKING ENFORCEMENT 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 s~~Supervises, assigns and reviews the work of staff responsible for the enforcement of the city's parking ordinances; ~~to o~~versees and participates in all work activities; and ~~to p~~erforms a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Administrative Officer~~Division Manager or other management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees. ~~Exercises direct supervision over lower level 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 enforcing the city's parking ordinances.~~
- 2.1. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.~~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. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.~~Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.~~
- 4.3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources

CITY OF LAS VEGAS
Parking Enforcement Supervisor (*continued*)

accordingly.

~~4. Establish schedules and methods for providing parking enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.~~

4. Oversees several programs, including identifying the purpose of the program, establishing policies and procedures, evaluating success and making adjustments to the policies and procedures as necessary.

6.5. Explains and enforces city parking ordinances, policies and procedures; issues citations for violations.

~~6. Respond to and resolve difficult and sensitive citizen inquiries and complaints.~~

7.6. Provides responsible staff assistance to the Administrative Officer/higher level management staff.

8.7. Investigates complaints, writes reports, and makes recommendations to management.

Essential Functions:

9.8. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner. Interact with department staff, Traffic Engineering Division and other city personnel on parking related issues.

10.9. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations. Participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.

10. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and required to accomplish goals and objectives, and requisitions materials as needed.

~~11. Prepare reports on operations and activities involving parking enforcement.~~

~~12. Prepare incident and personnel reports for management.~~

~~13.11. Maintains a variety of automated and manual logs, records and files. Maintain various record files for personnel, legal, financial and routine business information.~~

~~14. Establish training curriculum and performance standards for Parking Enforcement Officers.~~

~~15.12. Interpret ordinances, policies and procedures; Responds to requests for information and assistance from employees, management, outside agencies and the public.~~

Marginal Functions:

CITY OF LAS VEGAS

Parking Enforcement Supervisor (*continued*)

- ~~1. Attend and participate in professional group meetings; stay abreast of new regulations, field methods and technology.~~
- ~~2.1. Assists in parking control with parking enforcement for at special events.~~
- ~~3.2. Provides assistance in removing equipment broken meters, signs and poles on an emergency basis.~~
- ~~4.3. Performs related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a modern parking enforcement program.
Principles and practices of program development and operations.
Principles and practices of budget preparation.
Principles of supervision, training and performance evaluation.
Policies and procedures of the Parking Enforcement section.
Practices and techniques for dealing with the public tactfully and firmly.
City parking locations and downtown geography.
Local parking and related ordinances.
Nevada motor vehicle codes related to non-moving traffic violations.
Modern office procedures, methods and computer equipment.
Record keeping methods.
Safe driving practices.

Skills in:

Ability to:

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Using initiative and independent judgment within established guidelines.
Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.
Planning, organizing and prioritizing assignments.
Preparing concise and clear reports.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Managing multiple assignments.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Enforcing parking and traffic regulations in a firm but tactful manner.
Understanding and following oral and written instructions.
Driving assigned vehicle in a safe manner.
Communicating clearly and concisely, both orally and in writing.
~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~

CITY OF LAS VEGAS
Parking Enforcement Supervisor (continued)

- ~~Walking or standing for extended periods of time; and~~
- ~~Operating assigned office equipment and vehicles.~~
- Maintain effective audio-visual discrimination and perception needed for:
- ~~Making observations;~~
- ~~Communicating with others,~~
- ~~Reading and writing; and~~
- ~~Operating assigned office equipment, radios 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:

Three years of increasingly responsible experience in parking enforcement. Supervisory or lead experience is desirable.

Training:

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

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environments; travel from site to site.

Hazards: Exposure to inclement weather conditions; potentially hostile environments.

Physical Conditions:

~~Essential and marginal functions require: maintaining physical condition necessary for moderate lifting on an occasional basis; walking for prolonged periods of time; operating motorized vehicles; continuous entering and exiting of vehicles.~~

Maintaining 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;~~
- ~~Occasional moderate lifting;~~

CITY OF LAS VEGAS

Parking Enforcement Supervisor (continued)

Continuous entering and exiting vehicles; and

-- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

-- Making observations;

-- Communicating with others;

-- Reading and writing; and

-- Operating assigned office equipment, radios and vehicles.

Maintaining mental capacity which allows the capability of:

-- Making sound decisions;

-- Effective interaction and communication with others; and

-- Demonstrating intellectual capabilities.

ARBSEGAL

REV 5/30/083/14/11

FLSA: exempt; City: nonexempt

CSB-6/11/08

PARKING METER TECHNICIAN

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

DEFINITION

~~To p~~Performs skilled repairs of parking meter mechanisms control equipment and devices; ~~to~~ ~~m~~Maintains various types of parking meters and signs; Meets with suppliers and vendors and recommends equipments to be used. ~~to p~~Performs other duties relative to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from the Parking Enforcement Supervisors.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Performs preventive and skilled maintenance on parking meters, change machines and other similar equipment including calibrating meters, testing and reprogramming automated equipment, repairing broken or vandalized parts, removing foreign objects and changing batteries.
2. Performs routine maintenance on parking meters, and change machines and other similar equipment including cleaning, repairing or replacing parts or electronic components as necessary.
- 2.3. Responds to complaints of broken or malfunctioning meters and other similar equipment, diagnoses problem and makes repairs.
- 3.4. Coordinates the installation, removal, and repair of meters, other similar equipment and related signage with private contractors, construction companies, vendors and other city staff. and parking signs.
- 4.5. Maintains collection boxes and locks.
5. Apply ordinance and "fine" information decals to parking signs on public streets and lots and private parking lots.
6. Maintain written and electronic records on meter and pole maintenance, street meter guide logs, vandalism and related expenses.
- 7.6. Complete accident and insurance reports on meters damaged in motor vehicle accidents or by acts of vandalism. Initiates and prepares reports such as vandalism and equipment

CITY OF LAS VEGAS
Parking Meter Technician (*continued*)

malfunction reports as necessary.

~~8. Meet with supply representatives and order parts; maintain an inventory of poles, meters and parts.~~

~~9. Assist the public by providing directions and responding to questions and inquiries.~~

7. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitions materials as needed.

~~11. — Research new equipment and parts, obtain price quotes, order parts and maintain adequate inventory; prepare information and recommendations for budget preparation; research, evaluate and recommend new meter technology.~~ **Essential Functions:**

~~11.8. Performs quarterly electronic audits of parking meters.~~

~~12. Perform annual calibration of electronic timing mechanisms and coin sensors.~~

9. Programs electronic parking meters and other similar equipment.

10. Provides technical training to other city staff.

11. Maintains a variety of automated and manual logs, records, and reports.

~~13.~~

Marginal Functions:

1. Restocks change machines; removes currency and delivers to Treasury.

2. Assists the public by providing directions and responding to questions and inquiries.

2.3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques for repairing parking meters.

Operational characteristics of tools used to perform repairs.

City geography.

City and state ordinances and regulations pertaining to parking on public streets and city parking facilities.

Basic mathematical principles.

Principles and procedures of record keeping and reporting.

Electronics trouble shooting and repair.

Basic practices of preparing budget requests.

Skills in: Ability to:

CITY OF LAS VEGAS
Parking Meter Technician (continued)

Learning and applying wireless communication applications.
Learning and applying multiple meter management programs.
Learning and applying meter programming techniques.
Operating machinery and tools.
Using e-chemical solutions and paints in a safe manner.
Planning, organizing and prioritizing assignments.
Managing multiple assignments.
Preparing concise and clear reports.
Working independently with minimal supervision.
Understanding and following oral and written instructions.
Reading and understanding technical written information.
Interacting with the public in difficult situations in a tactful but firm manner.
Training others to perform basic repairs.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work. **Ability to:**
Maintain mental capacity which allows the capability of:
——— *Making sound decisions;*
——— *Effective interaction and communication with others;*
——— *Demonstrating intellectual capabilities; and*
——— *Demonstrate respect and sensitivity for cultural differences.*
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 tools and equipment.*
Maintain effective audio-visual discrimination and perception needed for:
——— *Making observations;*
——— *Communicating with others;*
——— *Reading and writing; and*
——— *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in parking meter repair, parking meter collection or basic electronic equipment repair. Experience with parking management software is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in the repair of electronic and wireless devices is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Location: Field and shop environments; travel from site to site;

Hazards: Eexposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, potentially hostile environments.

Equipment Used: City Vvehicle, with lift gate and a variety of hand and power tools.

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

Physical Conditions:

~~Essential and marginal functions require; maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, walking and standing for prolonged periods of time; operating motorized equipment and vehicles.~~

Maintain mental capacity which allows the capability of:

- ~~-- Making sound decisions;~~
- ~~-- Effective interaction and communication with others;~~
- ~~-- Demonstrating intellectual capabilities; and~~
- ~~-- Demonstrate respect and sensitivity for cultural differences.~~

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

- ~~-- Walking, standing, bending, stooping, kneeling or sitting for extended periods of time; and~~
- ~~-- Perform heavy lifting; and~~
- ~~-- Operating assigned tools and equipment.~~

Maintain effective audio-visual discrimination and perception needed for:

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

ARB—SEGAL
REV 5/30/083/14/11
FLSA & City: nonexempt

PAYROLL 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

Prepares, processes and maintains cCity-wide payroll process. Verifies information on timecards to ensure proper coding of time according to various federal and state regulations. Provides guidance to departments and employees on payroll matters. Under general supervision, perform specialized work in connection with payroll and payroll reporting procedures and perform a variety of special projects related to payroll; maintain the integrity of the payroll process and computer system.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Payroll series. It is distinguished from the Payroll Assistant II by the complexity of duties and responsibilities assigned, and the independence and judgment with which it is expected to perform, and the exercise of lead supervision over lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

~~Exercises functional and technical supervision over lower level 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. Reviews incoming source documents for accuracy and completeness, ensuring conformance with appropriate union contracts, administrative policies and regulations and federal and state labor laws.
2. Prepares tax documents~~returns~~, unemployment reports, State of Nevada PERS reporting and other reporting documentation related to payroll matters, ~~such as IRS forms 940 and W-2's;~~ prepares and forwards appropriate payroll tax deposits and payments to vendors and agencies for all payroll-related deductions~~medical insurance carriers.~~

CITY OF LAS VEGAS
Payroll Specialist -(Continued)

3. Calculates and resolves the Process separating employees, including calculating final payment to separating due to the employees; explains the process to employees and department staff as needed.
4. Assists in Review approved bargaining unit contracts and note system or process changes required to comply with contract provisions; developing and recommending system and process changes solutions to management or the Oracle Change Control Committee; implements approved changes.

Assists in the proper classification of time in accordance with applicable policy, contract and labor laws.

5. Researches, troubleshoots and resolves more complex payroll-related issues. —and unusual issues related to payroll.

5.6. Prepares financial and statistical reports relative to payroll; maintains catastrophic leave accounts.

Essential Functions:

6. Reviews and verifies data coming to the payroll system from various sources; summarizes and balances payroll biweekly; completes employee pay verifications for various organizations.
8. Verify pay increases, shift differential, holiday, acting, longevity, stand by and call out pay; monitor and process miscellaneous deductions and adjustments.
8. Monitors changes in employment records; updates payroll records as necessary; verifies and coordinates Prepare and coordinate payments for miscellaneous various pay adjustments, deductions such as garnishments, union dues and fees, credit union and deferred compensation.
9. Maintains a variety of automated and manual logs, records and files Maintain accumulated leave records for all employee, including annual and sick leave used or accrued and process adjustments and corrections; maintain proper payroll records as prescribed by in accordance with the law; provides various documents as custodian of the records when requested. subpoenaed.
- 9.10. Stays abreast of changes in legislation, regulations and collective bargaining agreements related to time cards and payroll.
- 10.11. Responds to employee, management and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- 11.12. Communicates and coordinates with Employee Relations to ensure consistent application of the contract provisions as it relates to time cards and payroll. Respond to inquiries regarding the payroll system; complete employee pay verifications for various organizations.

CITY OF LAS VEGAS
Payroll Specialist -(Continued)

Marginal Functions:

1. ~~Perform a variety of general clerical duties including typing, computer input and maintaining files and records.~~
- 2.1. ~~Request needed materials and supplies, including specialized forms and manuals. Monitors and requests supplies as necessary to ensure efficient and effective operations.~~
3. ~~Maintain microfiche files on payroll documents.~~
- 4.2. Performs other duties related to maintaining an effective payroll system.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an automated payroll program.
Federal, state and local laws and regulations related to payroll processing.
~~Principles of lead supervision and training.~~
Methods and techniques of bookkeeping, accounting and payroll practices.
Principles and techniques of customer service.
Operational characteristics of computers and modern equipment and tools.
Principles and practices of fiscal record keeping and reporting.
Advanced clerical accounting methods and techniques.
~~Principles and procedures related to accounts payable and receivable.~~
Advanced principles of arithmetic.
Modern office methods, procedures and computer equipment.

Skills in: Ability to:

~~Leading, organizing and reviewing the work of staff in the area of work assigned.~~
~~Training assigned staff in payroll functions.~~
Independently performing the most difficult accounting functions.
Interpreting, explaining and enforcing department and city policies and procedures.
Ability to:

~~Analyzing automated payroll system problems or required changes and recommend solutions.~~
Operating a variety of computerized equipment including various software programs.
Understanding, interpreting and communicating payroll procedures, rules and regulations.
~~Implementing approved procedures.~~
Maintaining a variety of financial records and files.
Performing varied technical accounting clerical work.
Accurately tabulating, recording and balancing assigned transactions.
~~Performing routine clerical work.~~
Working independently in the absence of supervision.
Understanding and following oral and written instructions.

CITY OF LAS VEGAS
Payroll Specialist - (Continued)

Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Maintaining 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, standing or sitting for extended periods of time~~

~~Operating assigned equipment.~~

Maintain effective audio-visual discrimination and perception needed for:

~~Making observations~~

~~Communicating with others~~

~~Reading and writing~~

~~Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience performing the full range of payroll functions for a large company or government entity, including one year of experience with a complex computerized payroll system. Experience with Oracle HR/Payroll is preferred. Experience in a union environment is desirable.

Training:

Equivalent to graduation from high school, supplemented by college level course work in accounting, business administration or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of a related professional certification such as Certified Payroll Professional is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Work in an office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

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

Essential and marginal functions require:

CITY OF LAS VEGAS
Payroll Specialist -(Continued)

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 8/5/994/12/11

FLSA and City: nonexempt

CSB 9/8/99

Segal 07/16/10

SECURITY SYSTEMS TECHNICIAN

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

DEFINITION

~~To~~ performs skilled installation and maintenance of electronic and computerized security systems primarily on Department of Detention and Enforcement buildings, grounds and facilities; ~~to~~ provides solutions for problems on systems serviced; and ~~to~~ analyzes a wide variety of personnel and facility related security requirements and recommends appropriate measures and solutions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~assigned Senior Systems Analyst and higher level management staff.~~

May ~~A~~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. ~~Plans, coordinates and perform~~ participates in the installation and maintenance of electronic security equipment ~~including intercoms, closed circuit television, door control systems, intrusion alarm equipment, digital video recorders, real time tape recorders, time lapse tape recorders, video multiplexers, video matrix systems and graphical user interface computers.~~
2. ~~Plan, coordinate and perform in the installation and maintenance of security system related network cabling and communication hardware to include fiber optic, wireless and copper Ethernet cables and equipment.~~
3. ~~Installs, configures and maintains computer software for electronic security systems.~~
3. Troubleshoot security and communications systems; performs scheduled maintenance of security and communications systems; troubleshoots security and communications systems and performs minor repairs; bring any regulatory specification or procedural infraction into compliance.
4. Assists with performing security needs assessments for city facilities.

CITY OF LAS VEGAS

Security Systems Technician (*continued*)

5. When working in lead capacity, Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
6. Provides technical information to city staff during the design, construction and remodeling of city facilities; provides technical training to city staff as needed.
7. Monitors the operation of closed circuit television and digital recordings of city facilities.

~~5. Coordinate the continued service of the Detention Center security system by ensuring budgetary requests are submitted in a timely manner for the replacement of end-of-life cycle components prior to catastrophic equipment failures.~~

~~6. Install, configure and maintain electronic security systems that are installed on city facilities due to technological changes in equipment or system design.~~

Essential Functions (*continued*):

~~7.8. Responds to public and staff inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.~~

~~9. Prepares clear and concise reports.~~

~~10. Estimates time, materials, and equipment required to complete assigned jobs and requisition materials as needed; verifies receipt and inspects materials delivered by vendors; move materials in storage. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.~~

~~8.11. Maintains current security system floor plan drawings.~~

~~9. Adhere to all related codes, regulations, specifications and procedures including obtaining required permits; adhere to safe work practices and procedures.~~

Marginal Functions:

~~1. Perform related duties and responsibilities as required.~~

~~2.1. Performs routine maintenance of security systems.~~

~~2. Maintains inventory of replacement parts for security equipment.~~

~~3. Assists in the preparation of the division or function budget.~~

~~3.4. Meet with various departments to assess CCTV security concerns; determine and recommend site specific security measures consistent with surrounding area, usage and public access requirements. Performs related duties and responsibilities as required.~~

5. May be required to respond to security system emergencies during evenings and weekends.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of simple and sophisticated electronic security systems and network communications and their interaction.

Computer software installation and operation, to include MS-DOS and all recent versions of the Microsoft Windows operating system.

National Electrical Code at an advanced level, as applied to both high and low voltage wiring systems.

Preventive maintenance techniques and procedures.

Principles and practices of copper, wireless and fiber optic network communication systems.

Principles of mathematics applicable to electronic and related work.

Occupational hazards and standard safety practices.

Security system and network communication design techniques.

Operational characteristics of materials, equipment and tools used in security system repair and installation.

Troubleshooting and diagnostic techniques of security and network communication systems.

Blueprints, schematics, symbols, drawings and related materials.

Skills in: Ability to:

Leading, organizing, coordinating and reviewing the work of staff in the area of work _____ assigned.

Independently performing the most difficult security system installation and repair work.

Preparing and submitting budget request forms to Dept of Detention & Enforcement Business _____ Unit.

Operating a variety of repair equipment in a safe and effective manner.

Troubleshooting and solving problems on systems serviced.

Installing, learning and configuring new security system software packages.

Performing maintenance on security systems in a variety of city buildings, grounds and _____ facilities.

Working on ladders and at heights.

Working near connected electrical circuits.

Distinguishing colors.

Interpreting, explaining and enforcing department policies and procedures.

Working independently in the absence of supervision.

Understanding and follow oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining 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*~~

CITY OF LAS VEGAS
Security Systems Technician (continued)

~~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:

Four years of increasing responsible electronic security system installation and maintenance.

Training:

Equivalent to graduation from high school, plus additional specialized training in electronic security systems installation and maintenance is required.

License or Certificate

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

Possession of category 5 cable termination and installation certificate is preferred. ~~on the date of application.~~

Possession of fiber optic termination and installation certificate ~~within six months of the date of appointment~~ is preferred.

Special Requirement

~~Detention City facilities~~ operates 24 hours per day, seven days per week. May be required to be on-call and respond, if necessary, on a rotating schedule.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed both indoors and outdoors depending on job and work site.

Hazards: Exposure to noise, high voltage, extreme heat, electrical energy, working at elevated heights in confined spaces, slippery and uneven surfaces, and work around moving equipment.

CITY OF LAS VEGAS

Security Systems Technician (*continued*)

Equipment Used: Ladders, single man manual lift and a variety of hand and power tools.

Safety Equipment: Recommend masks, safety glasses or goggles and other protective clothing if needed.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly, throughout work shift, and is dependent upon work assignment.

Sitting: Frequently, required while operating or riding in vehicle or in a seated or inclined position while working at floor level or when performing computer related tasks.

Driving: Occasionally, to various locations around the City of Las Vegas Detention Center and City Hall to perform assignments.

Bending: Frequently-constantly, required for various installations or maintenance of cameras and intercoms.

Crouching: Frequently, sometimes in tight quarters during various installations and repairs.

Kneeling: Frequently-constantly, usually can be alternated between a crouched or kneeling position to be able to make lower level repairs or installation.

Crawling: Occasionally, when pulling wires or running lower wires or piping.

Climbing: Frequently-constantly, on ladders almost on a daily basis to replace broken cameras, fix wiring or other devices.

Twisting: Frequently, as at times must work in awkward positions, tight quarters, and from single man lift or ladders.

Physical Conditions: (continued):

Reaching: Frequently-constantly, to complete a majority of job tasks; majority of job tasks are over shoulder level when mounting cameras on high walls, corners or tops of buildings.

Balancing: Frequently, when climbing on ladders, occasionally single man lift, and working at heights to include on top of roof.

Lifting: Frequently, to handle various cameras, tools, wiring and ladders.

Carrying: Frequently, while completing camera installation.

Pushing: Frequently, to place cameras, wiring or electronic device into place; may utilize hand truck to move larger or multiple items; to move single man lift.

Pulling: Frequently, to pull wiring to camera equipment, intercoms and to perform various installs and repairs; may utilize hand truck to move larger or multiple items; pull single man lift into place.

Throwing: Occasionally, to dispose of materials.

Repetitive Motion: Frequently, with hands and wrists to grasp items and utilize tools, to replace relays, to drive, and to perform wiring tasks.

Other Physical Demands: Fingering to be utilized to hang cameras, manipulate relays on door control systems and to perform repairs with hand tools. Grasping is required to hold onto items such as cameras, larger tools, and to unload/load/set-up ladders. Wrist motions are repetitive in nature when pulling wire, typing on computer, and driving. Foot pedals used to drive. Good eye/hand coordination, manual dexterity and color perception are required to be successful in this occupation as worker must deal with high level of electronic wiring and small parts within tight quarters.

CITY OF LAS VEGAS
Security Systems Technician (continued)

Maintaining effective audio-visual discrimination and perception needed for: Making observations. Communicating with others. Reading and writing. Distinguishing colors. Operating assigned equipment.
Maintaining mental capacity which allows the capability of: Making sound decisions. Effective interaction and communication with others. Demonstrating intellectual capabilities.

SMMSEGAL
NEW Rev 3/14/11
FLSA & City: nonexempt

CSB 4/12/06

CIVIL SERVICE BOARD, MEETING SIGN IN SHEET

Date: May 25, 2011

Signature

Organization

[Signature] - BENET MURPHY
Whitell MARY McQuaid
Tonetta Appleyard
Sherry Bonnett

D+E
F+B

Finance
Finance