



Clark County Department of Environment and Sustainability

BACKGROUND:

The Clark County Department of Environment and Sustainability (DES) is seeking a qualified applicant for a part-time Management Assistant for the Human Resources Liaison Administrative team in DES.

DEADLINES AND APPLYING:

Please submit a resume to Gina Rossol at Gmg@clarkcountynv.gov. Resumes will be accepted now through June 13, 2024, at 5:00 p.m. The most qualified applicants will be invited to apply during this time, since the department intends to fill the position as soon as possible.

COMMITMENT:

Selected candidates will be expected to commit up to 20 hours per week for up to one year (1,039 hours maximum). Employment time may be extended in one-year intervals.

OFFICE LOCATION:

4701 W. Russell Road, 2nd floor (Suite #200), Las Vegas, NV 89118.

COMPENSATION:

Compensation is \$18.53–\$25.00 hourly based on position, experience, and qualifications. Part-time employees do not receive benefits.

LICENSING AND CERTIFICATION:

A valid Nevada Class C Driver's License is required at time of employment.

BACKGROUND INVESTIGATION:

Employment is contingent upon successful completion of a background investigation. Background investigations may be conducted periodically after employment.

PRE-EMPLOYMENT DRUG TESTING:

Employment is contingent upon the results of a pre-employment drug examination.

The Ideal Candidate Will Possess the Following Qualifications:

- Proficiency in Microsoft Outlook, Word, and Excel; advanced skills in Excel desirable.
- Effective writing and verbal communication skills.
- Strong judgment and critical thinking skills.
- Good time management and organization.
- Ability to effectively prioritize and multitask.
- Resourcefulness and willingness to take the initiative.
- Good follow-up and follow-through skills.
- Strong attention to detail.
- Dependable and flexible.
- Positive attitude and problem-solver.

Examples of Job Duties:

- Provide administrative clerical support to the department, including performing difficult, complex technical and/or specialized office support work, which may require exercising strong judgment and critical thinking skills.
- Arrange meetings and interviews by notifying participants and reserving meeting rooms.
- Assist with onboarding paperwork and new hire preparation.
- Assist with paper and electronic records management, including monitoring and filing emails and confidential documents. Organize, maintain, and purge departmental files.
- Use computer programs to develop and manage databases and/or spreadsheet files.
- Research and assemble information from a variety of sources for the completion of forms or preparation of reports.
- Provide information to the public or to staff that requires the use of judgment and explanations of policies, rules, or procedures.
- Prepares documents, reports, forms, meeting minutes, notes, and specialized documents.
- Assist with internal department payroll support and prepares and maintains various tracking spreadsheets.
- Proofread materials for accuracy, completeness, and compliance with departmental policies and regulations.
- Assist with miscellaneous data entry and research projects as needed.
- Other duties as assigned.