



**CLARK COUNTY  
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road  
Las Vegas, NV 89120  
(702) 455-8200

[www.ClarkCountyNV.gov](http://www.ClarkCountyNV.gov)

**Part-Time Employment**

**For the position of: Recreation Assistant**

**Location: The Safekey Office**

Kelly Strawn, Office Specialist  
2601 E. Sunset Road, Las Vegas, NV. 89120  
(702) 455-8278  
kstrawn@clarkcountynv.gov

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**SALARY**

\$13.00 Hourly

**OPENING DATE:** October 10, 2022

**CLOSING DATE:** Until Filled

**ABOUT THE POSITION:**

Recreation Assistant working in a clerical setting in the Safekey Office. Responsibilities include providing customer service via the phone and email daily. Conducting transactions for patrons paying for Safekey within the office. Processing Safekey Registration forms for all participants at all Clark County Safekey sites. Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

**# OF VACANCIES:** # 2

**MINIMUM REQUIREMENTS**

**Education and Experience:** High School Diploma or GED preferred, but not required.

**Preferred Qualifications:** Computer knowledge and moderate typing abilities are necessary.

**Working Conditions:** Office hours are Monday -Friday, 7am -6:15pm.

**Background Investigations:** Employment is contingent upon the results of a background investigation, pre-employment drug testing.

**APPLICATION PROCESS:**

Applications can be picked up at any Parks & Recreation facility or can be downloaded at <http://www.clarkcountynv.gov/Depts/parks/Documents/Employment/part-time-employment-application.pdf>

**Clark County Is An Equal Opportunity Employer**

04/09