



**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: Rec Assistant  
Location: Sunset Front Desk &  
Mt. Crest Community Center**

Contact Sunset Front Desk 702-455-8200 or  
Mt. Crest Community Center 702-455-1905  
[PRSunsetFrontDesk@ClarkCountyNV.gov](mailto:PRSunsetFrontDesk@ClarkCountyNV.gov)

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**SALARY**

\$12.00 – \$15.00 Hourly

**OPENING DATE:** July 25, 2022

**CLOSING DATE:** Continuous / Until Filled

**ABOUT THE POSITION:**

This position will be in the Sunset Administration Building located in Sunset Park. Duties will include, but not limited to:

- Answering phones, emails, and all walk-in requests for information in regard to Sunset Park reservations and other County facilities. Stay up-to-date and diligent with all information as it pertains to the daily job duties of the office.
- Enter patron reservations into RecTrac and subsequently file enrollment information in correct program folders.
- Process facility reservations for picnic areas reserved at Sunset Park while collecting all necessary information for database use and being able to thoroughly answer any questions in regard to CCPR facilities.
- Count and complete an end of the day drop of funds along with reconciling all receipts.
- Ensuring the front desk workspace is clean and update information as applicable.

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: 4**

**MINIMUM REQUIRMENTS**

**Education and Experience:** Applicant must have a High School diploma or equivalent GED. Applicant must be proficient in using computer software such as, Microsoft Word, Excel, Outlook, etc. Must be able to communicate effectively with others and take direction from staff. Must be able to establish and maintain effective working relationships

and contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.

**Preferred Qualifications:** Two (2) years clerical experience or equivalent educational background that is closely related to the position. Experience using a POS and registration software along with advanced knowledge of Microsoft suite applications. Experience in scheduling appointments, autonomously using email correspondence with patrons and basic record keeping practices. Bilingual is preferred.

**Licensing and Certification:** Applicants are required to have CPR, AED and First Aid certification or must obtain it within the first 90 days of employment.

**Working Conditions:** This position may work mornings and/or afternoons (Office Hours are Monday-Thursday 7:30am-5:30pm)

**Background Investigations:** Employment is contingent upon the results of a background investigation, pre-employment drug testing, certifications and any other special requirements.

**APPLICATION PROCESS:**

Applications can be picked up at any Parks & Recreation facility or can be downloaded at <https://www.clarkcountynv.gov/Parks%20&%20Recreation/Employment/part-time-employment-application-fillable.pdf>

