City of Las Vegas
Career Opportunity

Applications are being accepted for a **Administrative Assistant I** for the City of Las Vegas City Community Development Department.

Entry Level: $10.86

Nature of Job: This position provides office support and assists in all office procedures and tasks and they are related to the nature and purpose of the department. This is a responsible clerical position that includes receptionist an administrative work of a varied nature. The position supports all division personnel within the department in the areas of Planning, Zoning and Licensing and other Boards and Committees as directed. Type correspondence, reports, memorandums, and other documents and material from copy, rough draft, dictating machine, instructions, or meetings. Develops and updates Procedures manual for Planning and Zoning Coordinator's roles and responsibilities. Maintains effective office functions, correspondence, and file room to support Planning & Zoning, Business Licensing, and relative areas of concern. Complies with publication and notification requirements per the Open Meetings Act. Assists with all aspects of general office coordination. Maintains confidentiality in all aspects of department information. Interacts with the general public, employees and management. Answers telephones, takes messages, and transfers calls to appropriate staff. Opens, sorts, and distributes incoming correspondence, including faxes and email. Performs general clerical duties to include, but not limited to, recordkeeping, copying, faxing, mailing and filing. Files and retrieves documents, records and reports as necessary. (A detailed job description is available at the Human Resource Office.)

Qualifications: High School Diploma or Equivalent. Valid NM Driver's License, exceptional driving record and must be insurable by the City's insurance carrier. Must have experience with data processing equipment. Experience with data entries, work processing and accounting principles in an office setting and office practices. Must possess ability to use Microsoft Office Suite, and general office equipment. Must have excellent communication skills both written and verbal. Must be able to deal effectively with other organizations and the public providing excellent customer service. Ability to work independently. Ability to learn and evaluate new equipment and systems applicable to municipal government. Must have ability to demonstrate interpersonal skills and tact with other organizations, department directors, employees and general public. Must be self-directed and able to work with minimum supervision. Bilingual skills preferred.

Posted: General Public: October 14, 2016 thru October 21, 2016

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Richard R. Trujillo, City Manager

Human Resource Manager