

City of Las Vegas Career Opportunity

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

Entry Level: Per Pay Plan – \$10.86

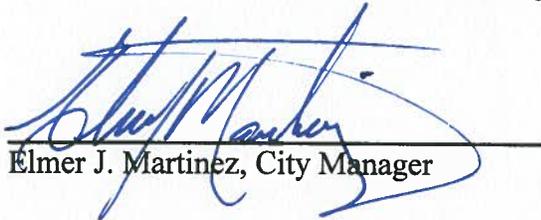
Nature of Job: This position oversees and manages all office procedures and other tasks as related to the nature and purpose of the department. Oversees all aspects of general office coordination. Maintains office calendar to coordinate work-flow and meetings. Maintains confidentiality in all aspects of department information. Interacts with the general public, employees and management. Answers telephones, takes messages and transferring calls to appropriate staff. Opens, sorts, and distributes incoming correspondence, including faxes and email. Prepares responses to correspondence containing routine inquiries. Performs general clerical duties to include, but not limited to, recordkeeping, copying, faxing, mailing and filing. Files and retrieves organizational documents, records and reports. Coordinates and maintains records for staff, department/division, telephones, computers, gas cards, etc. Creates and modifies documents such as reports, memorandums, letters and financial statements. Assists employees with time sheets, leave requests, overtime forms. Prepares and maintains records of employee travel and training reports. Monitors expenditures, line item transfers and budget adjustments. Makes decisions and follows through on administrative matters affecting the operation of the Department/Division. May be required to perform added or other duties as assigned. (A detailed job description is available at the Human Resource Office.)

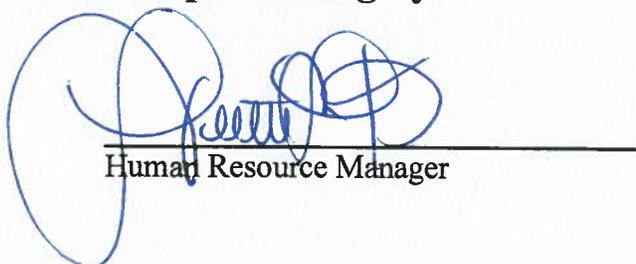
Qualifications: Valid NM Driver's License and must be insurable by the City's insurance carrier. High school diploma or equivalent; supplemented by 2 years of courses in word processing and administrative subjects, database experience desirable

Posted: General Public: June 17, 2015 thru June 24, 2015

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:


Elmer J. Martinez, City Manager


Human Resource Manager