

# City of Las Vegas Career Opportunity

Application are being accepted for a full-time Court Clerk I for the City of Las Vegas Municipal Court.

**Entry Level:** Per Pay Plan

**Nature of Job:** Provides assistance to the general public: answers, screens and routes telephone calls; directs persons to appropriate court or office; answer questions regarding filing fees, status of cases, case numbers, and docketing. Performs end of the day reconciliation and depositing daily receipts. Must have one year of clerical and administrative support work in a high volume environment involving public contact or customer service work and the application of complex policies and procedures, preferably in a court setting or legal office. Must possess the knowledge of generally accepted office practices, procedures and equipment; basic mathematics; cash receipting procedures; proper English usage, grammar, vocabulary and spelling; be willing to learn court related terminology and concepts such as types of pleadings, dockets, summons, subpoenas, and bench warrants; and case management software and data entry paths. Ability to speak both English and Spanish. (A detailed job description is available at the Human Resource Office.)

**Qualifications:** High School diploma or equivalent; must possess a valid NM driver's license and be insurable by the City's insurance carrier.

**Deadline:** UNTIL FILLED. Applications are available at the Human Resource Division, 1700 North Grand Ave., Las Vegas, NM or [www.las-vegas.nm.us](http://www.las-vegas.nm.us). Please return completed application along with any necessary paperwork to the Human Resource Division.

**Posted:** General Public: August 25, 2014 thru September 2, 2014

**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, Acting City Manager

  
Human Resource Manager