

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 28, 2022

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: VINCE ZAMORA, SECRETARY

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 7

REVISED

1. Business Licensing Auditor
2. Corrections Officer
3. Deputy City Marshal
4. Municipal Court Marshal
5. Senior Business Licensing Auditor
6. Theater Program Specialist – Production
7. Volunteer Program Coordinator

RECOMMENDATION

The City recommends approval of the new and revised classification specifications.

BUSINESS LICENSING AUDITOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Reviews, analyzes, and audits income and operations of private businesses to ensure correct assessment of license fees and taxes; prepares audit reports and completes special audits; reconciles audit receipts, fees and taxes collected by the department; reviews and analyzes operations and financials for the department and for non-public entities.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Business Licensing Auditor series. Employees within this class are responsible for the performance of the full range of duties as assigned including conducting business licensing, room taxes, internal and special audits. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from higher level supervisory and management staff.

May receive functional and technical supervision from a Senior Business Licensing Auditor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Reviews, analyzes, and audits income and operations of private and public businesses to ensure correct assessment of room tax and business licensing fees; prepares audit summaries, reports, and working papers.
2. Responds to complaints and provides responsible customer service to the public, businesses and other city staff; interprets and explains city business licensing fees, either in person, in writing, or on the telephone; responds to questions

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

Essential Functions (*continued*):

3. Monitors the collection and posting of room taxes; reviews monthly room tax summaries for balances due, credits on accounts, and delinquencies; prepares and issues notices of outstanding balances and delinquencies; prepares liens against properties with excessively delinquent fees.
4. Reviews and audits a variety of financial statements and documentation, including ledgers, schedules, tax returns, prior audits and gross sale figures.
5. Assesses fees and taxes based on the type of business, sales volume and other factors as prescribed by state and local laws and regulations.
6. Conducts independent research on individuals or companies, to include internet based platforms that may act as a third party or negotiator of services between two parties, to gather necessary documentation to ensure proper licensing and/or reporting are in compliance.
7. Maintains files of ongoing inspection and auditing activities; compiles and enters data and statistics on inspections into computer systems; prepares and presents a variety of written reports for management as directed.
8. Monitors business trends that may influence revenues and guide audits that may be underreported.
9. May issue correction or violation notices for violations of business license audit codes or regulations.
10. May assist in the process of gathering information and or documentation for the issuance of subpoenas in an effort to obtain necessary documentation related to an Audit.
11. Assists other work units in revising or correcting financial records or data.
12. Reviews, and analyzes, the collection agency data that has been sent to collection to assist licensee with the collection process and to ensure correct assessment of their fees.
13. Adheres to Generally Accepted Auditing Standards (GAAS) while exercising independent professional judgment, and using logical audit techniques when conducting audits.
14. Represents the Department when interacting with the public and private business organizations.
15. Analyzes problems, identifies alternative solutions, recommends best option and implements approved solutions.

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
2. Performs a variety of general accounting duties.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Accounting theory and practice.
Generally accepted accounting principles and auditing standards.
State and local laws and regulations governing municipal taxation and finance.
Auditing methods and systems.
Standard taxation and assessment practices.
Fraud prevention.
Modern office procedures, methods and computer equipment.
Common office computer software, including database, spreadsheets, word processing and email.
Pertinent federal, state and local laws, codes and regulations.
Cash handling procedures.

Skills in:

Monitoring and auditing business sales records, accounts and other financial data.
Understanding and applying city regulations and ordinances in the assessment of license fees, taxes and other charges.
Preparing and presenting written reports.
Compiling and maintaining records.
Performing data analysis and creating reports using Microsoft Excel
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Explaining audit conclusions in a convincing manner.
Establishing and maintaining effective working relationships with those contacted in the course of work.
10-Key Adding Machine.

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Two years of increasingly responsible accounting, auditing or financial analysis experience.

Training:

A Bachelor's degree from an accredited college with a major in accounting or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of a Certified Fraud Examiner or Certified Public Accountant license is desirable.

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment; exposure to computer screens in confined spaces.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others,*

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Rev 8/29/22

FLSA & City: nonexempt

CSB 9/28/22

BUSINESS LICENSING AUDITOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Reviews, analyzes, and audits income and operations of private businesses to ensure correct assessment of license fees and taxes; prepares audit reports and completes special audits; reconciles audit receipts, fees and taxes collected by the department; reviews and analyzes operations and financials for the department and for non-public entities.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Business Licensing Auditor series. Employees within this class are responsible for the performance of the full range of duties as assigned including conducting business licensing, room taxes, internal and special audits. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from higher level supervisory and management staff.

May receive functional and technical supervision from a Senior Business Licensing Auditor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Reviews, analyzes, and audits income and operations of private and public businesses to ensure correct assessment of room tax and business licensing fees; prepares audit summaries, reports, and working papers.
2. Responds to complaints and provides responsible customer service to the public, businesses and other city staff; interprets and explains city business licensing fees, either in person, in writing, or on the telephone; responds to questions

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

Essential Functions (continued):

3. Monitors the collection and posting of room taxes; reviews monthly room tax summaries for balances due, credits on accounts, and delinquencies; prepares and issues notices of outstanding balances and delinquencies; prepares liens against properties with excessively delinquent fees.

Essential Functions (continued):

4. Reviews and audits a variety of financial statements and documentation, including ledgers, schedules, tax returns, prior audits and gross sale figures.

5. Assesses fees and taxes based on the type of business, sales volume and other factors as prescribed by state and local laws and regulations.

- 5.6. Conducts independent research on individuals or companies, to include internet based platforms that may act as a third party or negotiator of services between two parties, to gather necessary documentation to ensure proper licensing and/or reporting are in compliance.

- 6.7. Maintains files of ongoing inspection and auditing activities; compiles and enters data and statistics on inspections into computer systems; prepares and presents a variety of written reports for management as directed.

- 7.8. Monitors business trends that may influence revenues and guide audits that may be underreported.

9. May issue correction or violation notices for violations of business license audit codes or regulations.

- 8.10. May assist in the process of gathering information and or documentation for the issuance of subpoenas in an effort to obtain necessary documentation related to an Audit.

- 9.11.9. Assists other work units in revising or correcting financial records or data.

- 10.12. Reviews, and analyzes, the collection agency data that has been sent to collection to assist licensee with the collection process and to ensure correct assessment of their fees.

- 11.13. Adheres to Generally Accepted Auditing Standards (GAAS) while exercising independent professional judgment, and using logical audit techniques when conducting audits.

- 12.14. Represents the Department when interacting with the public and private business organizations.

- 13.15. Analyzes problems, identifies alternative solutions, recommends best option and implements approved solutions.

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
2. Performs a variety of general accounting duties.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Accounting theory and practice.

Generally accepted accounting principles and auditing standards.

State and local laws and regulations governing municipal taxation and finance.

Auditing methods and systems.

Standard taxation and assessment practices.

Fraud prevention.

Modern office procedures, methods and computer equipment.

Common office computer software, including database, spreadsheets, word processing and email.

Pertinent federal, state and local laws, codes and regulations.

Cash handling procedures.

Skills in:

Monitoring and auditing business sales records, accounts and other financial data.

Understanding and applying city regulations and ordinances in the assessment of license fees, taxes and other charges.

Preparing and presenting written reports.

Compiling and maintaining records.

Performing data analysis and creating reports using Microsoft Excel

Working independently in the absence of supervision.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Explaining audit conclusions in a convincing manner.

Establishing and maintaining effective working relationships with those contacted in the course of work.

10-Key Adding Machine.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Two years of increasingly responsible accounting, auditing or financial analysis experience.

Training:

A Bachelor's degree from an accredited college with a major in accounting or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of a Certified Fraud Examiner or Certified Public Accountant license is desirable.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment; exposure to computer screens in confined spaces.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

-- *Walking, standing, or sitting for extended periods of time; and*

CITY OF LAS VEGAS
Business Licensing Auditor (*continued*)

- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining cognitively mental capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others; ~~and~~*
~~*Demonstrating intellectual capabilities.*~~

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Rev 8/29/22~~5/13/15~~

FLSA & City: nonexempt

CSB 5/27/15 9/28/22

CORRECTIONS OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of duties to maintain custody and control of inmates being detained in the City's detention facilities; enforce laws and departmental regulations that apply to detention and corrections; perform other duties as assigned.

SUPERVISION RECEIVED

Receives direct supervision from the Corrections Sergeant or designee and higher level staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Conduct routine patrol of detention facilities and grounds to ensure the safety and security of inmates; enforce laws and ordinances pertaining to detention.
2. Supervise inmates during meetings, recreational and visiting periods, mealtimes, work assignments or related activities.
3. Assist with admission and discharge processing; issue clothing and supplies to new inmates; process transfers and arrange transportation to and from court and other corrections facilities; carry a firearm during certain work activities.
4. Conduct visual and physical searches of inmates for contraband, weapons or narcotics; check on the orderliness and sanitary conditions of inmate quarters; arrange for clean up of areas as required.
5. Enforce inmate rules and regulations and apply disciplinary action as required.
6. Prepare routine reports on operations and activities; maintain a variety of logs and ledgers.
7. Maintain inventory records of inmates' possessions; release properties and money as required.

CITY OF LAS VEGAS
Corrections Officer (*continued*)

Essential Functions (*continued*):

8. Monitor fire and safety conditions of the facility; monitor fire alarm panel, video screens and related security equipment.
9. Assist in securing facility during situations of unrest; follow outlined procedures for lockdown; assist with investigating incident and write reports on situation.

Marginal Functions:

1. May assist with coordinating inmate information with outside agencies and jurisdictions.
2. May participate in public education and school information programs; may interact with citizen groups.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic methods and procedures of corrections and law enforcement.
Basic corrections and law enforcement regulations.
Basic first-aid and CPR practices and techniques.
Basic self-defense tactics.
General laws pertaining to the operation of a correctional facility.
Basic report writing techniques.

Ability to:

Learn to interpret and enforce laws pertaining to detention and corrections.
Learn to interpret and enforce federal, state and local laws and departmental regulations.
Learn and administer first-aid and CPR techniques.
Learn practices and procedures to be used in emergency situations.
Learn public relations practices.
Learn to operate a computer.
Learn security procedures.
Use and properly care for firearms.
Observe details accurately, recognize suspicious behavior.
Understand and carry out written and oral instructions.
Prepare reports.
Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
Meet the physical requirements established by the department.
Communicate clearly and concisely, both orally and in writing.
Obtain P.O.S.T. basic certification.

CITY OF LAS VEGAS
Corrections Officer (*continued*)

Ability to (*continued*):

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured/deceased persons;*
- *Climbing stairs/ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Armed/dangerous persons; and*
- *Communicable diseases*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintain ~~mental~~ **cognitive** capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances; **and***
- *Evaluate various options and alternatives and choose an appropriate and reasonable course of action; **and***

~~————— *Demonstrate intellectual capabilities during training and testing processes.*~~

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

CITY OF LAS VEGAS
Corrections Officer (*continued*)

Experience and Training Requirements

Experience:

One year of work experience, preferably in the field of corrections or law enforcement.

Training:

Equivalent to graduation from high school. A Bachelor's degree in any field may substitute for the one year of work experience.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be twenty-one years of age and a citizen of the United States on the date of job offer.

Within six months of the date of appointment, must possess Nevada P.O.S.T. category III basic certification based on current academy curriculum. Certification must be maintained thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

Special Qualifications for Lateral Recruitments

Experience:

Two years of continuous service, and at time of application currently employed with a law enforcement agency in the performance of duties directly related to Category III Peace Officer standards

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be twenty-one years of age and a citizen of the United States on the date of application.

Possession of current Nevada P.O.S.T. category I, II, or III on the date of application. Certification must be maintained thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

CITY OF LAS VEGAS
Corrections Officer (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in a detention facility environment; work in potentially life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise; frequent work outdoors, occasionally in inclement weather conditions.

Physical Conditions:

Walking, running, crawling, climbing, stooping and lifting; essential and marginal functions may require maintaining physical condition necessary for walking and standing for prolonged periods of time.

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REV 8/14/199/1/22

FLSA and City: nonexempt

CSB 8/28/199/28/22

CORRECTIONS OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of duties to maintain custody and control of inmates being detained in the City's detention facilities; enforce laws and departmental regulations that apply to detention and corrections; perform other duties as assigned.

SUPERVISION RECEIVED

Receives direct supervision from the Corrections Sergeant or designee and higher level staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Conduct routine patrol of detention facilities and grounds to ensure the safety and security of inmates; enforce laws and ordinances pertaining to detention.
2. Supervise inmates during meetings, recreational and visiting periods, mealtimes, work assignments or related activities.
3. Assist with admission and discharge processing; issue clothing and supplies to new inmates; process transfers and arrange transportation to and from court and other corrections facilities; carry a firearm during certain work activities.
4. Conduct visual and physical searches of inmates for contraband, weapons or narcotics; check on the orderliness and sanitary conditions of inmate quarters; arrange for clean up of areas as required.
5. Enforce inmate rules and regulations and apply disciplinary action as required.
6. Prepare routine reports on operations and activities; maintain a variety of logs and ledgers.
7. Maintain inventory records of inmates' possessions; release properties and money as required.

CITY OF LAS VEGAS
Corrections Officer (*continued*)

Essential Functions (*continued*):

8. Monitor fire and safety conditions of the facility; monitor fire alarm panel, video screens and related security equipment.
9. Assist in securing facility during situations of unrest; follow outlined procedures for lockdown; assist with investigating incident and write reports on situation.

Marginal Functions:

1. May assist with coordinating inmate information with outside agencies and jurisdictions.
2. May participate in public education and school information programs; may interact with citizen groups.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic methods and procedures of corrections and law enforcement.
Basic corrections and law enforcement regulations.
Basic first-aid and CPR practices and techniques.
Basic self-defense tactics.
General laws pertaining to the operation of a correctional facility.
Basic report writing techniques.

Ability to:

Learn to interpret and enforce laws pertaining to detention and corrections.
Learn to interpret and enforce federal, state and local laws and departmental regulations.
Learn and administer first-aid and CPR techniques.
Learn practices and procedures to be used in emergency situations.
Learn public relations practices.
Learn to operate a computer.
Learn security procedures.
Use and properly care for firearms.
Observe details accurately, recognize suspicious behavior.
Understand and carry out written and oral instructions.
Prepare reports.
Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
Meet the physical requirements established by the department.
Communicate clearly and concisely, both orally and in writing.
Obtain P.O.S.T. basic certification.

CITY OF LAS VEGAS
Corrections Officer (*continued*)

Ability to (*continued*):

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured/deceased persons;*
- *Climbing stairs/ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Armed/dangerous persons; and*
- *Communicable diseases*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintain cognitive capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances; and*
- *Evaluate various options and alternatives and choose an appropriate and reasonable course of action*

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

CITY OF LAS VEGAS
Corrections Officer (*continued*)

Experience and Training Requirements

Experience:

One year of work experience, preferably in the field of corrections or law enforcement.

Training:

Equivalent to graduation from high school. A Bachelor's degree in any field may substitute for the one year of work experience.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be twenty-one years of age and a citizen of the United States on the date of job offer.

Within six months of the date of appointment, must possess Nevada P.O.S.T. category III basic certification based on current academy curriculum. Certification must be maintained thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

Special Qualifications for Lateral Recruitments

Experience:

Two years of continuous service, and at time of application currently employed with a law enforcement agency in the performance of duties directly related to Category III Peace Officer standards

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be twenty-one years of age and a citizen of the United States on the date of application.

Possession of current Nevada P.O.S.T. category I, II, or III on the date of application. Certification must be maintained thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

CITY OF LAS VEGAS
Corrections Officer (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in a detention facility environment; work in potentially life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise; frequent work outdoors, occasionally in inclement weather conditions.

Physical Conditions:

Walking, running, crawling, climbing, stooping and lifting; essential and marginal functions may require maintaining physical condition necessary for walking and standing for prolonged periods of time.

RW
REV 9/1/22
FLSA and City: nonexempt
CSB 9/28/22

Megan Sakaria

From: Rhonda M. Watson
Sent: Tuesday, September 6, 2022 6:34 AM
To: Megan Sakaria
Subject: September 28th CSB - Corrections Officer
Attachments: Corrections Officer.doc; Corrections Officer1.doc

Good morning Megan,

Please prepare the attached revision to the Corrections Officer job description for the September 28th CSB meeting.

Thank you ☺

Rhonda Watson

Human Resources Analyst
Human Resources | Classification & Compensation
(702) 229-5037
495 S. Main St. | Las Vegas, NV 89101



lasvegasnevada.gov



DEPUTY CITY MARSHAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of duties in the enforcement of state statutes, city ordinances and other city regulations as defined in state statutes and city ordinance on any real property owned, leased or otherwise under the control of the City of Las Vegas; maintain custody and control of prisoners being transported or detained while in lawful custody; to serve warrants and subpoenas and to make arrests for offenses.

SUPERVISION RECEIVED

Receives direct supervision from the Deputy City Marshal Sergeant or designee and higher level staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Patrol city parks, recreation facilities and other areas of the city to preserve law and order; discover and prevent the commission of crimes and enforce laws and ordinances; check buildings and property for physical security.
2. Respond to calls and complaints occurring at parks, recreation facilities or other assigned city property.
3. Apprehend, arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges.
4. Collect, process, photograph and present evidence, including fingerprints, fibers, blood and related physical evidence.
5. Enforce laws and ordinances on city property; issue warnings and citations and make arrests for violations occurring in areas of assignment; carry a firearm while performing work activities.
6. Direct traffic at special events and emergencies or congested situations.
7. Prepare reports on operations and activities.
8. Conduct investigations of injury and accidents occurring at parks, recreation facilities and other assigned areas.

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

Essential Functions (*continued*):

9. Apprehend, arrest and maintain custody of offenders; transport offenders to jail, court, medical facilities and any other designated locations as required by law.
10. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
11. Participate in investigating incidents and coordinating law enforcement efforts with local authorities.
12. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.
13. Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.

Marginal Functions:

1. May gather crime-related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.
2. Participate in public education and school information programs.
3. Participate in crime prevention activities; interact with local citizens and community groups.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic methods and procedures of law enforcement.
General law enforcement procedures and regulations.
Basic first-aid and CPR practices and techniques.
Basic self-defense tactics.
Basic interviewing techniques.
General laws pertaining to use of city parks and recreational facilities, and the enforcement of federal, state and local laws concerning the use of public facilities.
Basic report writing techniques.
Modern office procedures, methods and computer equipment.
Techniques of communicating with customers.
Proper English grammar, spelling and punctuation.

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

Ability to:

- Learn law enforcement methods and procedures, including patrol, prevention, traffic control, investigation and identification techniques.
- Meet and maintain the established physical requirements.
- Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.
- Successfully complete first aid and CPR training.
- Learn to interpret and enforce laws pertaining to courtroom procedures.
- Learn to work independently.
- Accurately observe and remember names, faces, numbers, incidents, details and places.
- Adopt quick and responsible plans of action in emergency situations.
- Understand and follow oral and written instructions, regulations and laws.
- Properly use and maintain a firearm.
- Learn criminal law and criminal procedure applicable to the apprehension, arrest and custody of persons committing crimes.
- Learn offensive and defensive weapons nomenclature and theory.
- Learn interviewing and interrogation techniques.
- Learn to interpret and enforce laws pertaining to use of city parks and public facilities and federal, state and local laws and regulations.
- Learn and apply first-aid and CPR techniques.
- Learn and apply practices and procedures to be used in emergency situations.
- Learn public relations techniques.
- Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
- Communicate clearly and concisely, both orally and in writing.
- Operate standard equipment and facilities required in the performance of assigned tasks.
- Use and properly care for firearms.
- Prepare clear, accurate and grammatically correct written reports.
- Learn to analyze situations quickly and objectively to determine and take emergency action.
- Learn to identify potential crime situations or traffic hazards and take preventive action.
- Learn to cope with adverse situations.
- Maintain and promote positive public relations with citizens.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain physical condition to perform essential duties as specified by P.O.S.T. certification.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
 - *Effecting arrests;*
 - *Subduing resisting individuals;*
 - *Chasing fleeing subjects;*
 - *Running, walking, lifting, climbing stairs or ladders, crouching or crawling during emergency operations;*
 - *Moving equipment and injured and deceased persons;*
 - *Climbing stairs and ladders;*
 - *Performing life-saving and rescue procedures;*
 - *Walking, standing, or sitting for extended periods of time; and*
 - *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

Ability to (continued):

Effectively deal with personal danger, which may include exposure to:

- *Armed or dangerous persons;*
- *Communicable diseases;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintain cognitive capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Effective interaction and communication with others; and*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action.*

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the area of law enforcement.

Training:

Equivalent to graduation from high school. A Bachelor's degree in any field may substitute for the one year of work experience.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of job offer.

Possession of Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certification within one year of the date of appointment, and maintenance thereafter. (Please note: P.O.S.T. certification requires qualifying with a duty firearm each quarter.)

Special Qualifications for Lateral Recruitments

Experience:

Must have prior service experience with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards. Service time must be within five years immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application, or demonstrate the ability to obtain reciprocity within a reasonable period.

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in field environments; work in an emergency peace control environment; travel from site to site; work in potentially life-threatening conditions; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, bodily fluids, noise and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, sitting, running, crawling, climbing, bending, stooping, crouching, heavy lifting and standing for prolonged periods of time; operating motorized equipment and vehicles.

RW
REV 9/1/22
FLSA & City: nonexempt
CSB 9/28/22

DEPUTY CITY MARSHAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of duties in the enforcement of state statutes, city ordinances and other city regulations as defined in state statutes and city ordinance on any real property owned, leased or otherwise under the control of the City of Las Vegas; maintain custody and control of prisoners being transported or detained while in lawful custody; to serve warrants and subpoenas and to make arrests for offenses.

SUPERVISION RECEIVED

Receives direct supervision from the Deputy City Marshal Sergeant or designee and higher level staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Patrol city parks, recreation facilities and other areas of the city to preserve law and order; discover and prevent the commission of crimes and enforce laws and ordinances; check buildings and property for physical security.
2. Respond to calls and complaints occurring at parks, recreation facilities or other assigned city property.
3. Apprehend, arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges.
4. Collect, process, photograph and present evidence, including fingerprints, fibers, blood and related physical evidence.
5. Enforce laws and ordinances on city property; issue warnings and citations and make arrests for violations occurring in areas of assignment; carry a firearm while performing work activities.
6. Direct traffic at special events and emergencies or congested situations.
7. Prepare reports on operations and activities.
8. Conduct investigations of injury and accidents occurring at parks, recreation facilities and other assigned areas.

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

Essential Functions (*continued*):

9. Apprehend, arrest and maintain custody of offenders; transport offenders to jail, court, medical facilities and any other designated locations as required by law.
10. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
11. Participate in investigating incidents and coordinating law enforcement efforts with local authorities.
12. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.
13. Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.

Marginal Functions:

1. May gather crime-related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.
2. Participate in public education and school information programs.
3. Participate in crime prevention activities; interact with local citizens and community groups.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic methods and procedures of law enforcement.
General law enforcement procedures and regulations.
Basic first-aid and CPR practices and techniques.
Basic self-defense tactics.
Basic interviewing techniques.
General laws pertaining to use of city parks and recreational facilities, and the enforcement of federal, state and local laws concerning the use of public facilities.
Basic report writing techniques.
Modern office procedures, methods and computer equipment.
Techniques of communicating with customers.
Proper English grammar, spelling and punctuation.

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

Ability to:

- Learn law enforcement methods and procedures, including patrol, prevention, traffic control, investigation and identification techniques.
- Meet and maintain the established physical requirements.
- Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.
- Successfully complete first aid and CPR training.
- Learn to interpret and enforce laws pertaining to courtroom procedures.
- Learn to work independently.
- Accurately observe and remember names, faces, numbers, incidents, details and places.
- Adopt quick and responsible plans of action in emergency situations.
- Understand and follow oral and written instructions, regulations and laws.
- Properly use and maintain a firearm.
- Learn criminal law and criminal procedure applicable to the apprehension, arrest and custody of persons committing crimes.
- Learn offensive and defensive weapons nomenclature and theory.
- Learn interviewing and interrogation techniques.
- Learn to interpret and enforce laws pertaining to use of city parks and public facilities and federal, state and local laws and regulations.
- Learn and apply first-aid and CPR techniques.
- Learn and apply practices and procedures to be used in emergency situations.
- Learn public relations techniques.
- Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
- Communicate clearly and concisely, both orally and in writing.
- Operate standard equipment and facilities required in the performance of assigned tasks.
- Use and properly care for firearms.
- Prepare clear, accurate and grammatically correct written reports.
- Learn to analyze situations quickly and objectively to determine and take emergency action.
- Learn to identify potential crime situations or traffic hazards and take preventive action.
- Learn to cope with adverse situations.
- Maintain and promote positive public relations with citizens.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain physical condition to perform essential duties as specified by P.O.S.T. certification.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
 - *Effecting arrests;*
 - *Subduing resisting individuals;*
 - *Chasing fleeing subjects;*
 - *Running, walking, lifting, climbing stairs or ladders, crouching or crawling during emergency operations;*
 - *Moving equipment and injured and deceased persons;*
 - *Climbing stairs and ladders;*
 - *Performing life-saving and rescue procedures;*
 - *Walking, standing, or sitting for extended periods of time; and*
 - *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

Ability to (continued):

Effectively deal with personal danger, which may include exposure to:

- *Armed or dangerous persons;*
- *Communicable diseases;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintain ~~mental~~ cognitive capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Effective interaction and communication with others; and*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action; and*
- *~~Demonstrating intellectual capabilities.~~*

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the area of law enforcement.

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

Training:

Equivalent to graduation from high school. A Bachelor's degree in any field may substitute for the one year of work experience.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of job offer.

Possession of Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certification within one year of the date of appointment, and maintenance thereafter. (Please note: P.O.S.T. certification requires qualifying with a duty firearm each quarter.)

Special Qualifications for Lateral Recruitments

Experience:

Must have prior service experience with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards. Service time must be within five years immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application, or demonstrate the ability to obtain reciprocity within a reasonable period.

CITY OF LAS VEGAS
Deputy City Marshal (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in field environments; work in an emergency peace control environment; travel from site to site; work in potentially life-threatening conditions; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, bodily fluids, noise and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, sitting, running, crawling, climbing, bending, stooping, crouching, heavy lifting and standing for prolonged periods of time; operating motorized equipment and vehicles.

SBRW

REV 8/25/219/1/22

FLSA & City: nonexempt

CSB 9/9/219/28/22

MUNICIPAL COURT MARSHAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To serve as Peace Officer for the Municipal Court; to perform a variety of sworn law enforcement related duties including serving arrest warrants, subpoenas, and other court orders;; to make arrests; and to maintain order in the court and transport prisoners to court and jail.

SUPERVISION RECEIVED

Receives general supervision from Municipal Court Marshal Sergeant and higher level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Apprehend, arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges, which often involve searches for defendants with lengthy criminal records, including felonies. Serve subpoenas, summonses, complaints, and other court orders including temporary orders for protection.
2. Provide court security and related services; prevent or address disturbances; respond to emergency situations in Municipal Court and other city facilities as requested; remand persons to custody as ordered by the judge; provide first aid and CPR as needed.
3. Transport prisoners between court and local city and county jails; transport individuals who have been detained by other jurisdictions on city warrants.
4. Operate metal detection and x-ray devices to screen persons entering the court; monitor security cameras, alarms, and access to secured areas.
5. Obtain criminal history and driving records from a variety of databases and computer systems, when applicable; enter and update information into computer systems; verify insurance and other documents submitted as proof of compliance; prepare reports on operational assignments.
6. Conduct investigations of injury and accidents occurring in Court facilities or other assigned areas; investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

Essential Functions (Continued):

7. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.
8. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
9. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern communication systems.
10. Complete arrest, incident, investigative, and other reports as required.
11. While on duty, carry a firearm and other department approved protective devices; maintain proficiency with approved weapons.
12. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.
13. Interview witnesses and various members of the public to obtain information pertaining to active investigations to locate individuals for service of legal court documents.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of communicating with customers.
Basic report writing techniques.
Proper English grammar, spelling and punctuation.

Ability to:

Meet and maintain the established physical requirements.
Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.
Successfully complete first aid and CPR training.
Learn defensive tactics.
Learn interviewing techniques.
Learn to interpret and enforce laws pertaining to courtroom procedures.
Learn public relations practices.
Learn to work independently.
Learn to cope with adverse situations.
Accurately observe and remember names, faces, numbers, incidents, details and places.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

Ability to:

Adopt quick and responsible plans of action in emergency situations.
Understand and follow oral and written instructions, regulations and laws.
Properly use and maintain a firearm.
Operate standard equipment and facilities required for assigned duties.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the area of law enforcement.

Training:

Equivalent to graduation from high school. A Bachelor's degree in any field may substitute for the one year of work experience.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of job offer.

Possession of Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certification within one year of the date of appointment, and maintenance thereafter. (Please note: P.O.S.T. certification requires qualifying with a duty firearm each quarter.)

Special Qualifications for Lateral Recruitments

Experience:

Must have prior service experience with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards. Service time must be within five years immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application, or demonstrate the ability to obtain reciprocity within a reasonable period.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

Physical Conditions:

Essential and marginal functions may require:

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintaining cognitive capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action; and*
- *Effective interaction and communication with others.*

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations; and*
- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger, which may include exposure to:

- *Armed or dangerous persons;*
- *Communicable diseases;*
- *Hazards of emergency driving; and*
- *Natural or man-made disasters.*

RW

REV 9/1/22

FLSA & City: nonexempt

CSB 9/28/22

MUNICIPAL COURT MARSHAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To serve as Peace Officer for the Municipal Court; to perform a variety of sworn law enforcement related duties including serving arrest warrants, subpoenas, and other court orders;; to make arrests; and to maintain order in the court and transport prisoners to court and jail.

SUPERVISION RECEIVED

Receives general supervision from Municipal Court Marshal Sergeant and higher level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Apprehend, arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges, which often involve searches for defendants with lengthy criminal records, including felonies. Serve subpoenas, summonses, complaints, and other court orders including temporary orders for protection.
2. Provide court security and related services; prevent or address disturbances; respond to emergency situations in Municipal Court and other city facilities as requested; remand persons to custody as ordered by the judge; provide first aid and CPR as needed.
3. Transport prisoners between court and local city and county jails; transport individuals who have been detained by other jurisdictions on city warrants.
4. Operate metal detection and x-ray devices to screen persons entering the court; monitor security cameras, alarms, and access to secured areas.
5. Obtain criminal history and driving records from a variety of databases and computer systems, when applicable; enter and update information into computer systems; verify insurance and other documents submitted as proof of compliance; prepare reports on operational assignments.
6. Conduct investigations of injury and accidents occurring in Court facilities or other assigned areas; investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

Essential Functions:

7. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.
8. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
9. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern communication systems.
10. Complete arrest, incident, investigative, and other reports as required.
11. While on duty, carry a firearm and other department approved protective devices; maintain proficiency with approved weapons.
12. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.
13. Interview witnesses and various members of the public to obtain information pertaining to active investigations to locate individuals for service of legal court documents.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of communicating with customers.
Basic report writing techniques.
Proper English grammar, spelling and punctuation.

Ability to:

Meet and maintain the established physical requirements.
Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.
Successfully complete first aid and CPR training.
Learn defensive tactics.
Learn interviewing techniques.
Learn to interpret and enforce laws pertaining to courtroom procedures.
Learn public relations practices.
Learn to work independently.
Learn to cope with adverse situations.
Accurately observe and remember names, faces, numbers, incidents, details and places.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

Ability to:

Adopt quick and responsible plans of action in emergency situations.
Understand and follow oral and written instructions, regulations and laws.
Properly use and maintain a firearm.
Operate standard equipment and facilities required for assigned duties.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the area of law enforcement.

Training:

Equivalent to graduation from high school. A Bachelor's degree in any field may substitute for the one year of work experience.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of job offer.

Possession of Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certification within one year of the date of appointment, and maintenance thereafter. (Please note: P.O.S.T. certification requires qualifying with a duty firearm each quarter.)

Special Qualifications for Lateral Recruitments

Experience:

Must have prior service experience with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards. Service time must be within five years immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application, or demonstrate the ability to obtain reciprocity within a reasonable period.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require:

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintaining ~~mental~~cognitive capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action; and*
- *Effective interaction and communication with others; ~~and~~*
~~*Demonstrating intellectual capabilities.*~~

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations; and*
- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger, which may include exposure to:

- *Armed or dangerous persons;*
- *Communicable diseases;*
- *Hazards of emergency driving; and*
- *Natural or man-made disasters.*

ASRW

REV 10/14/219/1/22

FLSA & City: nonexempt

CSB 10/27/219/28/22

Megan Sakaria

From: Rhonda M. Watson
Sent: Tuesday, September 6, 2022 2:06 PM
To: Megan Sakaria
Subject: 9/28/22 CSB Meeting - Deputy City Marshal & Muni Court Marshal
Attachments: Deputy City Marshal.docx; Deputy City Marshal1.docx; Municipal Court Marshal.doc; Municipal Court Marshal1.doc

Hey Megan,

Please prepare the attached revisions to Deputy City Marshal and Municipal Court Marshal for the September 28th CSB meeting.

THANKS ☺

Rhonda Watson

Human Resources Analyst
Human Resources | Classification & Compensation
(702) 229-5037
495 S. Main St. | Las Vegas, NV 89101



lasvegasnevada.gov



SENIOR BUSINESS LICENSING AUDITOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Leads, oversees and participates in the more complex and difficult audit work, including reviewing, analyzing, and auditing income and operations of private businesses to ensure correct assessment of business license fees and taxes; prepares audit reports and conducts special audits; coordinates and facilitates the franchise process; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Business Licensing Auditor series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned, and are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Leads, plans, trains, reviews and participates in the work of staff responsible for reviewing, analyzing, and auditing income and operations of private and public businesses to ensure correct assessment of room tax and business licensing fees; prepares audit summaries, reports, and working papers.
2. Provides responsible customer service to the public and other city staff; interprets and explains city business licensing fees, either in person, in writing, or on the telephone; responds to the most complex and difficult audit questions.

CITY OF LAS VEGAS

Senior Business Licensing Auditor (*continued*)

Essential Functions (Continued):

3. Monitors the collection and posting of room taxes; reviews monthly room tax summaries for balances due, credits on accounts, and delinquencies; prepares and issues notices of outstanding balances and delinquencies; prepares liens against properties with excessively delinquent fees.
4. Trains assigned employees in their areas of work in auditing and accounting methods and techniques and in the set up and use of equipment; ensures employees adhere to established work methods, techniques and schedules, and complies with applicable city and department policies, procedures, standards and specifications.
5. Reviews and audits a variety of financial statements and documentation, including ledgers, schedules, tax returns, prior audits and gross sale figures.
6. Conducts independent research on individuals or companies, to include internet based platforms that may act as a third party or negotiator of services between two parties, to gather necessary documentation to ensure proper licensing and/or reporting are in compliance.
7. Coordinates audits and investigations with attorneys, accountants, officials and other internal or external work units.
8. Assists in the collection of money owed to the City of Las Vegas by individuals and businesses with unpaid business license fees.
9. Administers, coordinates and facilitates the franchise process; and acts as the contact for franchisees, local jurisdiction representatives, city staff, elected officials and the public.
10. Serves as the City's representative to the Regional Franchise Jurisdiction, consisting of Clark County, North Las Vegas, and Las Vegas, for the negotiation and coordination of franchise agreements.
11. May assist in the process of gathering information and or documentation for the issuance of subpoenas in an effort to obtain necessary documentation related to an Audit.
12. Maintains files of ongoing auditing activities; compiles and enters data and statistics into computer systems; prepares and presents a variety of written reports for management as directed.
13. Provides consultation service to departments and staff for self-assessment and improvement, streamlining processes, and reengineering.

Marginal Functions:

1. Issues notices of violations and citations for violations of business license audit codes.
2. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Business Licensing Auditor (*continued*)

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.
Methods and techniques of municipal accounting.
Standard taxation and assessment systems.
Accounting theory and practice.
Generally accepted accounting principles and auditing standards.
Laws and regulations governing municipal taxation and finance.
Fraud prevention.
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes and regulations.

Skills in:

Using a common sense business approach and logical audit techniques in conducting and overseeing audits.
Leading, organizing and reviewing the work of staff in the area of work assigned.
Independently performing the most difficult auditing and accounting duties.
Interpreting, explaining, and enforcing department policies and procedures.
Operating a variety of computer office equipment.
Understanding and using internal control procedures.
Analyzing, monitoring and auditing business sales records, accounts and other financial data.
Understanding and applying city regulations and ordinances in the assessment of license fees, taxes and other charges.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

CITY OF LAS VEGAS
Senior Business Licensing Auditor (*continued*)

Competencies (Continued):

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Three years of increasingly responsible accounting, finance or business administration experience.

Training:

Bachelor's degree from an accredited college with major in accounting, finance, business administration or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of a Certified Fraud Examiner or Certified Public Accountant license is desirable/preferred.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment; exposure to computer screens; work or inspect in confined spaces.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS

Senior Business Licensing Auditor (*continued*)

Physical Conditions (Continued):

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others.*

AS

Rev 8/29/22

FLSA & City: nonexempt

CSB 9/28/22

SENIOR BUSINESS LICENSING AUDITOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Leads, oversees and participates in the more complex and difficult audit work, including reviewing, analyzing, and auditing income and operations of private businesses to ensure correct assessment of business license fees and taxes; prepares audit reports and conducts special audits; coordinates and facilitates the franchise process; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Business Licensing Auditor series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned, and are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Leads, plans, trains, reviews and participates in the work of staff responsible for reviewing, analyzing, and auditing income and operations of private and public businesses to ensure correct assessment of room tax and business licensing fees; prepares audit summaries, reports, and working papers.
2. —Provides responsible customer service to the public and other city staff; interprets and explains city business licensing fees, either in person, in writing, or on the telephone; responds to the most complex and difficult audit questions.

CITY OF LAS VEGAS

Senior Business Licensing Auditor (*continued*)

Essential Functions:

3. ~~3.~~—Monitors the collection and posting of room taxes; reviews monthly room tax summaries for balances due, credits on accounts, and delinquencies; prepares and issues notices of outstanding balances and delinquencies; prepares liens against properties with excessively delinquent fees.
4. ~~4.~~—Trains assigned employees in their areas of work in auditing and accounting methods and techniques and in the set up and use of equipment; ensures employees adhere to established work methods, techniques and schedules, and complies with applicable city and department policies, procedures, standards and specifications.
5. Reviews and audits a variety of financial statements and documentation, including ledgers, schedules, tax returns, prior audits and gross sale figures.
- 5.6. Conducts independent research on individuals or companies, to include internet based platforms that may act as a third party or negotiator of services between two parties, to gather necessary documentation to ensure proper licensing and/or reporting are in compliance.
- 6.7. Coordinates audits and investigations with attorneys, accountants, officials and other internal or external work units.
- 7.8. Assists in the collection of money owed to the City of Las Vegas by individuals and businesses with unpaid business license fees.
- 8.9. Administers, coordinates and facilitates the franchise process; and acts as the contact for franchisees, local jurisdiction representatives, city staff, elected officials and the public.
10. Serves as the City's representative to the Regional Franchise Jurisdiction, consisting of Clark County, North Las Vegas, and Las Vegas, for the negotiation and coordination of franchise agreements.
- 9.11. May assist in the process of gathering information and or documentation for the issuance of subpoenas in an effort to obtain necessary documentation related to an Audit.
- 10.12. Maintains files of ongoing auditing activities; compiles and enters data and statistics into computer systems; prepares and presents a variety of written reports for management as directed.
- 11.13. Provides consultation service to departments and staff for self-assessment and improvement, streamlining processes, and reengineering.

Marginal Functions:

1. Issues notices of violations and citations for violations of business license audit codes.
2. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Business Licensing Auditor (*continued*)

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.
Methods and techniques of municipal accounting.
Standard taxation and assessment systems.
Accounting theory and practice.
Generally accepted accounting principles and auditing standards.
Laws and regulations governing municipal taxation and finance._
[Fraud prevention.](#)
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes and regulations.

Skills in:

Using a common sense business approach and logical audit techniques in conducting and overseeing audits.
Leading, organizing and reviewing the work of staff in the area of work assigned.
Independently performing the most difficult auditing and accounting duties.
Interpreting, explaining, and enforcing department policies and procedures.
Operating a variety of computer office equipment.
Understanding and using internal control procedures.
Analyzing, monitoring and auditing business sales records, accounts and other financial data.
Understanding and applying city regulations and ordinances in the assessment of license fees, taxes and other charges.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

CITY OF LAS VEGAS
Senior Business Licensing Auditor (*continued*)

Competencies:

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Three years of increasingly responsible accounting, finance or business administration experience.

Training:

Bachelor's degree from an accredited college with major in accounting, finance, business administration or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of a Certified Fraud Examiner or Certified Public Accountant license is ~~CPA license is~~ desirable/preferred.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment; exposure to computer screens; work or inspect in confined spaces.

CITY OF LAS VEGAS
Senior Business Licensing Auditor (*continued*)

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining cognitively capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

AS

Revised 8/29/22 4/29/21

FLSA & City: nonexempt

CSB 5/26/21 9/28/22

THEATER PROGRAM SPECIALIST - PRODUCTION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Oversees the development of curriculum and syllabi for classes in all aspects of theater production, and engages contracted teaching artists to provide instruction. Manages the technical production aspects of city-produced main stage theater productions, including creation and oversight of the production calendar, production budget, calling and facilitating production meetings, liaising with set construction team (s) and leading crew calls for production-related crew needs. Participates in the recruitment, selection, contracting and oversight of the design team for main stage productions, including but not limited to: scenic designs, props design, sound design, costume design, and lighting design, etc. Responsible for the achievement of performance excellence in all aspects of theater production and arts education.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Cultural Affairs Manager.

May act as a lead worker, exercising functional and/or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, develops, schedules, oversees, contracts teaching artists for, and evaluates technical theater classes, workshops and technical arts seasonal camp(s).
2. Evaluates, assigns and oversees part-time hourly staff, volunteers and student workers' efforts assisting with theater production.
3. Oversees the conception, planning and development of theatrical scenery, lighting, costumes, sound and props; assists design team(s) with the creation of detailed drawings/plans/cue sheets of scenery, lighting, sound and prop designs.
4. Oversees running crews for performances. Schedules crews for shows. Participates in performing sound, lighting, costumes and make up duties as needed.

CITY OF LAS VEGAS
Theater Program Specialist - Production (*continued*)

Essential Functions continued:

5. Assists in preparing promotional materials and programs including preparing text, requesting graphics and editing and finalizing materials; may perform public relations duties including giving media interviews and presentations at public events.
6. Maintains a variety of logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
7. Prepares paperwork and reports.
8. When acting as a lead worker, ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
9. Collects payments on behalf of the city; monitors, identifies and acts on potential financial overruns and variance at an early stage.
10. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
11. Assists with budget preparation, tracking and reporting for assigned program(s).
12. Responsible for maintaining a safe work environment in the theater at all times, including but not limited to, creating, planning, developing and implementing mandatory safety trainings and drills for all part-time hourly staff, volunteers and student workers who work on theatrical productions.
13. Manages production calendar for all theatrical production-related activities, and coordinates same with arts education calendar to ensure efficient and effective use of time and facility space.

Marginal Functions:

1. Performs basic scene, shop, lighting, costume and sound shop housekeeping duties.
2. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
3. Participates in the set-up of theater facilities.
4. May create original show and/or compose music for productions.
5. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS

Theater Program Specialist - Production (*continued*)

QUALIFICATIONS

Knowledge of:

Theater aesthetics.

Intermediate to advanced principles of stage management.

Basic principles of Actor's Equity Association Rules and Guidelines for regional producing theaters and guest artist contracts.

Operations, services and techniques required to successfully lead a theater program.

Historical and contemporary principles of theater design and construction.

Basic skills in the operation of a personal computer.

Principles and procedures of record keeping.

Advanced principles and procedures of highly specialized elements of theater production.

Techniques necessary to lead professional, volunteer and student production crews.

Occupational hazards and standard safety practices.

Pertinent federal, state and local laws, codes and safety regulations impacting public theater facilities and programs.

Methods and techniques of theater education.

Skills in:

Planning, organizing and leading the activities of others and direct the work of theater production programs.

Training staff, volunteers and students.

Evaluating the effectiveness of programs.

Understanding and following oral and written instructions.

Responding to requests and inquiries from the general public.

Creating professional quality sound sets, costumes and scenery for theater productions.

Making decisions based on a thorough understanding of aesthetics.

Working independently in the absence of supervision.

Explaining and enforcing city and department policies and procedures.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with persons contacted in the course of work.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

CITY OF LAS VEGAS
Theater Program Specialist - Production (*continued*)

Competencies (Continued):

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in professional theater production, including experience as a production manager or technical director for a producing theater.

Training:

Bachelor's degree from an accredited college or university with major in a specialization of theater production.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate valid driver's license on the date of application, and maintenance thereafter.

Within 15 days of initial hire, provide documentation of completion of an OSHA-30 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; theater environment.

Hazards: Exposure to computer screen; work at heights on scaffolding and ladders; work or inspect in restricted spaces; may be exposed to fumes.

CITY OF LAS VEGAS

Theater Program Specialist - Production (*continued*)

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, climbing, bending, stooping, kneeling, crawling or sitting for extended periods of time;*
- *Light to heavy lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others.*

REV 9/6/22 (changed title from Theater Program Specialist)

Nonexempt

CSB 9/28/22

RW

THEATER PROGRAM SPECIALIST - PRODUCTION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Oversees the development of curriculum and syllabi for classes in all aspects of theater production, and engages contracted teaching artists to provide instruction. Manages the technical production aspects of city-produced main stage theater productions, including creation and oversight of the production calendar, production budget, calling and facilitating production meetings, liaising with set construction team (s) and leading crew calls for production-related crew needs. Participates in the recruitment, selection, contracting and oversight of the design team for main stage productions, including but not limited to: scenic designs, props design, sound design, costume design, and lighting design, etc. Responsible for the achievement of performance excellence in all aspects of theater production and arts education.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from ~~Performing Arts Section Manager~~ the Cultural Affairs Manager.

May act as a lead worker, exercising functional and/or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, develops, schedules, oversees, contracts teaching artists for, and evaluates technical theater classes, workshops and technical arts seasonal camp(s).
2. Evaluates, assigns and oversees part-time hourly staff, volunteers and student workers' efforts assisting with theater production.
3. Oversees the conception, planning and development of theatrical scenery, lighting, costumes, sound and props; assists design team(s) with the creation of detailed drawings/plans/cue sheets of scenery, lighting, sound and prop designs.
4. Oversees running crews for performances. Schedules crews for shows. Participates in performing sound, lighting, costumes and make up duties as needed.

CITY OF LAS VEGAS
Theater Program Specialist - Production (*continued*)

Essential Functions continued:

5. Assists in preparing promotional materials and programs including preparing text, requesting graphics and editing and finalizing materials; may perform public relations duties including giving media interviews and presentations at public events.
6. Maintains a variety of logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
7. Prepares paperwork and reports.
8. When acting as a lead worker, ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
9. Collects payments on behalf of the city; monitors, identifies and acts on potential financial overruns and variance at an early stage.
10. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
11. Assists with budget preparation, tracking and reporting for assigned program(s).
12. Responsible for maintaining a safe work environment in the theater at all times, including but not limited to, creating, planning, developing and implementing mandatory safety trainings and drills for all part-time hourly staff, volunteers and student workers who work on theatrical productions.
13. Manages production calendar for all theatrical production-related activities, and coordinates same with arts education calendar to ensure efficient and effective use of time and facility space.

Marginal Functions:

1. Performs basic scene, shop, lighting, costume and sound shop housekeeping duties.
2. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
3. Participates in the set-up of theater facilities.
4. May create original show and/or compose music for productions.
5. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Theater Program Specialist - Production (*continued*)

QUALIFICATIONS

Knowledge of:

Theater aesthetics.
Intermediate to advanced principles of stage management.
Basic principles of Actor's Equity Association Rules and Guidelines for regional producing theaters and guest artist contracts.
Operations, services and techniques required to successfully lead a theater program.
Historical and contemporary principles of theater design and construction.
Basic skills in the operation of a personal computer.
Principles and procedures of record keeping.
Advanced principles and procedures of highly specialized elements of theater production.
Techniques necessary to lead professional, volunteer and student production crews.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and safety regulations impacting public theater facilities and programs.
Methods and techniques of theater education.

Skills in:

Planning, organizing and leading the activities of others and direct the work of theater production programs.
Training staff, volunteers and students.
Evaluating the effectiveness of programs.
Understanding and following oral and written instructions.
Responding to requests and inquiries from the general public.
Creating professional quality sound sets, costumes and scenery for theater productions.
Making decisions based on a thorough understanding of aesthetics.
Working independently in the absence of supervision.
Explaining and enforcing city and department policies and procedures.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with persons contacted in the course of work.

CITY OF LAS VEGAS
Theater Program Specialist - Production (*continued*)

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in professional theater production, including experience as a production manager or technical director for a producing theater.

Training:

Bachelor's degree from an accredited college or university with major in a specialization of theater production.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate valid driver's license on the date of application, and maintenance thereafter.

Within 15 days of initial hire, provide documentation of completion of an OSHA-30 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor.

CITY OF LAS VEGAS
Theater Program Specialist - Production (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; theater environment.

Hazards: Exposure to computer screen; work at heights on scaffolding and ladders; work or inspect in restricted spaces; may be exposed to fumes.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, climbing, bending, stooping, kneeling, crawling or sitting for extended periods of time;*
- *Light to heavy lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining ~~mental~~cognitive capacity which allows the capability of:

- *Making sound decisions; and*
 - *Effective interaction and communication with others; ~~and~~*
- ~~*Demonstrating intellectual capabilities.*~~

REV ~~9/9/21~~9/6/22 (changed title from Theater Program Specialist)

Nonexempt

CSB ~~12/8/21~~TBD 9/28/22

RW

VOLUNTEER PROGRAM COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, organize and supervise a Volunteer Program, identifying tasks to be performed by the volunteer staff, recruit volunteers, assign volunteers, and coordinate the use of volunteers where needed; and to perform a variety of technical tasks related to area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

Exercises oversight over volunteer staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide information and assistance to staff and the public regarding the volunteer program.
2. Identify needs and potential volunteer opportunities within the scope of the program; promote the volunteer program through formal presentations; plan new programs and ways to utilize volunteer resources.
3. Recruit, interview and assess the skills of volunteer applicants; provide orientation to the assigned area and its policies and procedures, coordinate fingerprinting and security background checks and volunteer photographing; maintain records of volunteers.
4. Coordinate the use and activities of volunteers; serve as the liaison between the volunteer staff and the assigned work unit; verify and review work produced by volunteers for completeness and conformance with established regulations and procedures; and evaluate volunteers' performance.
5. Assists department management in grant application and monitoring processes and serve as liaison with other City committees, departments, and external stakeholders.
6. Monitor budget expenditures, prepare monthly reports and provide status to management.
7. Update and maintain records, statistics and files, prepare reports, correspondence and memorandums in support of the volunteer program.
8. Compile customer service surveys, including manual computation of results.

CITY OF LAS VEGAS
Volunteer Program Coordinator (*Continued*)

Marginal Functions:

1. Operate a variety of office equipment including a computer terminal and personal computer.
2. Assist with administrative tasks within assigned division.
3. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Principles and techniques of training and supervision.

Modern and complex principles and practices of volunteer program development, organization, coordination and monitoring.

Recent developments, current literature and sources of information related to volunteer services.

Effective interviewing techniques.

Modern office procedures and equipment, including common office software.

Pertinent federal, state and local laws, codes and regulations.

Correct business English, including grammar, punctuation and spelling.

Skills In:

Working cooperatively with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

Listening to determine the actual issue or problem, when it may not be expressed clearly.

Acting calmly, rationally, and decisively and tactfully in difficult situations.

Maintaining effective interaction and communication with others.

Ability to:

Interview, select, oversee, train and evaluate volunteer staff.

Plan, organize and coordinate the volunteer program, working with volunteers and department staff.

Interpret and explain department policies and procedures.

Prepare clear and concise reports.

Operate and use modern office equipment including a personal computer.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Relate to a wide variety of individuals of all ages, races and social and cultural backgrounds.

Work independently in the absence of supervision.

Use sound judgment regarding the use of volunteers.

Recommend and implement goals, objectives and practices for providing effective and efficient volunteer service.

Elicit community and organizational support for volunteer programs.

Present material to the general public through public speaking and formal presentations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Volunteer Program Coordinator (*Continued*)

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Two years of experience in coordinating volunteers or supervising staff, preferably in a local government or non-profit organization.

Training:

Equivalent to an Associates Degree from an accredited college or university with major in public administration, business administration or a field related to the area of assignment.

A combination of formal education and directly related work experience may substitute for the degree. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate:

Possession of a valid driver's license on the date of application, and maintenance thereafter.

CITY OF LAS VEGAS
Volunteer Program Coordinator (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.
Occasional fieldwork, including exposure to inclement weather; travel to meeting sites.

Physical Conditions:

Essential and marginal functions may require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment*

Maintaining cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others.*

AS
NEW 8/29/22
FLSA and City: nonexempt
CSB 9/28/22

VOLUNTEER PROGRAM COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize and supervise ~~the Municipal Court~~ Volunteer Program, identifying tasks to be performed by the volunteer staff, recruit volunteers, assign volunteers, and coordinate the use of volunteers ~~within the various divisions~~ where needed; and to perform a variety of technical tasks related to area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

Exercises ~~direct supervision~~ oversight over volunteer staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide information and assistance to ~~Municipal Court~~ staff and the public regarding the volunteer program.
2. Identify ~~the Court's~~ needs and potential volunteer opportunities within the scope of the program; promote the volunteer program through formal presentations; plan new programs and ways to utilize volunteer resources.
3. Recruit, interview and assess the skills of volunteer applicants; provide orientation to the ~~Court~~ assigned area and its policies and procedures, coordinate fingerprinting and security background checks and volunteer photographing; maintain records of volunteers.
4. Coordinate the use and activities of volunteers ~~and college students earning academic credit through a university intern or independent study program~~; serve as the liaison between the volunteer staff and the assigned work unit; verify and review work produced by volunteers for completeness and conformance with established regulations and procedures; and evaluate volunteers' performance.
5. Assists department management in grant application and monitoring processes and serve as liaison with other City committees, departments, and external stakeholders.
6. Monitor budget expenditures, prepare monthly reports and provide status to management.
- 5.7. Update and maintain records, statistics and files, prepare reports, correspondence and

CITY OF LAS VEGAS
Volunteer Program Coordinator (*Continued*)

memorandums in support of the volunteer program.

~~6.8.~~ Compile customer service surveys, including manual computation of results.

~~7. Coordinate and conduct tours and visits of foreign dignitaries.~~

Marginal Functions:

1. Operate a variety of office equipment including a computer terminal and personal computer.
2. Assist with administrative tasks within assigned division.
3. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Principles and techniques of training, and supervision ~~and performance evaluation.~~

~~State and local judicial system.~~

~~Jurisdiction, operations, services and activities of a Municipal Court.~~

Modern and complex principles and practices of volunteer program development, organization, coordination and monitoring.

Recent developments, current literature and sources of information related to volunteer services.

Effective interviewing techniques.

Modern office procedures and equipment, including common office software.

Pertinent federal, state and local laws, codes and regulations.

Correct business English, including grammar, punctuation and spelling.

Skills In:

Working cooperatively with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

Listening to determine the actual issue or problem, when it may not be expressed clearly.

Acting calmly, rationally, and decisively and tactfully in difficult situations.

Maintaining effective interaction and communication with others.

Ability to:

Interview, select, ~~supervise~~oversee, train and evaluate volunteer staff.

Plan, organize and coordinate the volunteer program, working with volunteers and ~~court~~department staff.

Interpret and explain department policies and procedures.

Prepare clear and concise reports.

Operate and use modern office equipment including a personal computer.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Relate to a wide variety of individuals of all ages, races and social and cultural backgrounds.

Work independently in the absence of supervision.

Use sound judgment regarding the use of volunteers.

CITY OF LAS VEGAS
Volunteer Program Coordinator (Continued)

Recommend and implement goals, objectives and practices for providing effective and efficient volunteer service.

Elicit community and organizational support for volunteer programs.

Present material to the general public through public speaking and formal presentations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

~~Maintain mental capacity which allows for effective interaction~~

Competencies:

Core Workforce Competencies

Professionalism - Demonstrates core values by being honest, respectful and communication positive.

Effective Communication - Expresses verbal and written thought in a clear and understandable manner.

Customer Focus - Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability - Able to effectively modify behavior to suit changing workforce demands.

Problem Solving - Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships - Develops, maintains and strengthens partnerships with others.

~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~

~~Walking, standing or sitting for extended periods of time~~

~~Operating assigned equipment~~

CITY OF LAS VEGAS
Volunteer Program Coordinator (Continued)

Ability to:

~~Maintain effective audio-visual discrimination and perception needed for:~~

- ~~_____ Making observations~~
- ~~_____ Communicating with others~~
- ~~_____ Reading and writing~~
- ~~===== Operating assigned equipment~~

Technical and Safety Expertise - Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

~~One year~~Two years of experience in coordinating volunteers or supervising staff, preferably in a court system, local government or non-profit organization.

Training:

Equivalent to ~~a Bachelor's degree~~an Associates Degree from an accredited college or university with major in ~~social sciences, communications or a public administration,~~business administration or a field related field to the area of assignment.

A combination of formal education and directly related work experience may substitute for the degree. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate:

Possession of a valid driver's license on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Occasional fieldwork, including exposure to inclement weather; travel to meeting sites.

CITY OF LAS VEGAS
Volunteer Program Coordinator (*Continued*)

Physical Conditions:

Essential and marginal functions may require ~~maintaining~~:

Maintaining physical condition necessary for appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, or sitting and walking for prolonged extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment*

ARB

~~REV 5/14/99 (formerly Volunteer Program Monitor)~~

Maintaining cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others.*

AS

NEW 8/29/22

FLSA and City: nonexempt

CSB ~~6/9/99~~ 9/28/22

Megan Sakaria

From: Andy Spurlock
Sent: Tuesday, September 6, 2022 8:35 AM
To: Megan Sakaria
Subject: Revisions - Volunteer Program Coordinator
Attachments: Volunteer Program Coordinator - CLEAN.doc; Volunteer Program Coordinator -Tracked Changes.docx

Megan,

Please place the attached Volunteer Program Coordinator on the 9/28/22 CSB. It is a CEA classification, and is a revision.

Andreas (Andy) Spurlock

Senior HR Analyst
Human Resources | Classification & Compensation
Office: (702) 229-6677 | Personal Cell/Text: (702) 496-8494
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