

CLASSIFIED ADVERTISING

CLARK COUNTY SENIOR SECRETARY

Legal secretary for the Civil Division of the Clark County District Attorney's Office. Type 60 wpm; shorthand 120 wpm; legal experience and knowledge of word processing (CPT 8000 series) desirable.

Salary: \$16,741 to \$22,054

Clark County Personnel Department
225 Bridger Avenue, Ninth Floor
Las Vegas, NV 89155

ADVERTISEMENT FOR BIDS

THE CITY OF LAS VEGAS WILL RECEIVE SEALED BIDS AT 3:00 P.M., ON FEBRUARY 5, 1985, FOR THE FOLLOWING:

BID #85.1743.2 ONE (1) TRAFFIC
CONTROLLER, EIGHT (8)
PHASE, WITH CABINET

A BID BOND, IF REQUIRED BY THE INVITATION TO BID, SHALL BE IN THE FORM OF A BID BOND, CERTIFIED, OR CASHIER'S CHECK FOR 5% OF THE BID AND SHALL BE ENCLOSED WITH THE PROPOSALS. ALL DOCUMENTS PERTINENT TO THIS ADVERTISEMENT MAY BE EXAMINED AND OBTAINED AT THE OFFICE OF THE PURCHASING AND CONTRACTS DIVISION, 1ST FLOOR, CITY HALL.

The Clark County School District (Las Vegas, Nevada) invites applications for the position of Planning Specialist (two positions). The person selected will serve as liaison to community agencies, district personnel, and parents regarding the fire retrofit/asbestos removal program; will prepare special reports and assist with planning rehabilitation projects and development of various master plans for the Facilities and Transportation Services Division.

Minimum Qualification

Five years of recent experience in a K-12 public school system or related experience, and a valid Nevada Driver's License.

Salary

\$27,984 - \$37,464

Application

A comprehensive resume and three professional references which may be contacted on a confidential basis should be submitted to Eva G. Simmons, 2832 East Flamingo Road, Las Vegas, NV; 89121 (702) 736-5484 no later than 12 noon on February 19, 1985. A personal interview at the applicant's expense is required.

AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER

The Clark County School District (Las Vegas, Nevada) invites applications for the position of Coordinator, Asbestos Removal Program. The person selected will coordinate a project to remove asbestos from district facilities.

Minimum Qualifications

Five years experience related to the position; freedom from health conditions which would prohibit working in an environment which would require wearing a respirator; knowledge of building codes, state, and local ordinances; knowledge of building construction and materials; ability to obtain a Nevada Driver's License.

Salary

\$30,792 - \$41,316

Application

A comprehensive resume and three professional references which may be contacted on a confidential basis should be submitted to Eva G. Simmons, 2832 East Flamingo Road, Las Vegas, NV; 89121 (702) 736-5484 no later than 12 noon on February 19, 1985. A personal interview at the applicant's expense is required.

AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER

NEVADA BLACK CHAMBER OF COMMERCE ADMINISTRATIVE AIDE/ SECRETARY

Federally Funded Position for One Year

Salary: \$18,500 Annually

REQUIREMENTS:

Type minimum of 50 words per minute
Shorthand desirable

Able to perform research pertaining to economic development, i.e., collect statistical data, interpret census tracts, obtain demographics, etc.

High School graduation or equivalent
Additional business or college training helpful

At least 1 to 2 years progressively responsible secretarial and administrative experience

Pleasant personality and ability to work well with other office personnel

Closing Date for Application:

February 7, 1985

Submit resume to:

Nevada Black Chamber of Commerce
1048 West Owens Avenue
Nucleus Shopping Plaza
Las Vegas, Nevada 89106
648-6222

An Equal Opportunity Employer

The Clark County School District (Las Vegas, Nevada) invites applications for the position of Coordinator, Architectural and Retrofit Program. The person selected will coordinate plans for the fire retrofit program in accordance with SB 214.

Minimum Qualifications

Five years experience related to the position; knowledge of building codes, state, and local ordinances; knowledge of building construction and materials; ability to obtain a Nevada Driver's License.

Salary

\$30,792-\$41,316

Application

A comprehensive resume and three professional references which may be contacted on a confidential basis should be submitted to Eva G. Simmons, 2832 East Flamingo Road, Las Vegas, NV; 89121 (702) 736-5484 no later than 12 noon on February 19, 1985. A personal interview at the applicant's expense is required.

AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER

The Clark County School District (Las Vegas, Nevada) invites applications for the position of Director, Special Projects. The person selected will manage special fire retrofit, asbestos removal, and new construction projects.

Minimum Qualifications

5 years successful supervisory experience related to the position; freedom from health conditions which would prohibit working in an environment which would require wearing a respirator; knowledge of building codes, state, and local ordinances; knowledge of building construction and materials; ability to obtain a Nevada Driver's License.

Salary

\$35,652 - \$42,772.

Application

A comprehensive resume and three professional references which may be contacted on a confidential basis should be submitted to Eva G. Simmons, 2832 East Flamingo Road, Las Vegas, NV; 89121, (702) 736-5484 no later than 12 noon on February 12, 1985. A personal interview at the applicant's expense is required.

AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER