

CLASSIFIED ADVERTISING

EMPLOYMENT OPPORTUNITY

The Housing Authority of the City of North Las Vegas is establishing an eligible list and will be accepting applications for the following positions until 4:00 p.m. on Wednesday, April 22, 1992 at their Administration Offices located at 1632 Yale Street, North Las Vegas, NV 89030. (Resumes WILL NOT be accepted in lieu of Housing Authority applications. If applying for more than one position, a separate application for each position is required.) Specific Job Descriptions are available at the Housing Authority Administrative Offices upon request.

ACCOUNTANT

The Accountant, under general supervision of the Deputy Director/Finance Officer, performs necessary accounting work as it relates to maintenance of fiscal records and preparation of various reports.

EDUCATION AND/OR EXPERIENCE: Any combination of experience and education that would provide the required knowledge and ability, such as a Degree in Accounting or 2 years of college courses in accounting, combined with 3 years of responsible experience in accounting.

MINIMUM QUALIFICATIONS: Required college courses providing knowledge of accounting principles and procedures; must be able to type accurately 45 wpm and operate 10-key. Proof of proficiency dated within last six months is required. A WRITTEN EXAMINATION WILL BE GIVEN TO THOSE APPLICANTS DETERMINED TO BE MOST QUALIFIED.

SALARY RANGE: \$22,542.00-\$30,056.00
(\$10.8375-\$14.4500/hour)

ADMINISTRATIVE SECRETARY

The Administrative Secretary, under general supervision of the Deputy Director/Finance Officer, provides support to the Fiscal and Administrative Offices. Attends various meetings, ensuring the recording of minutes and pertinent data as required.

EDUCATION AND/OR EXPERIENCE: Any combination of experience and education that would provide the required knowledge and ability; completion of high school/G.E.D., business courses helpful, provide overall secretarial support as assigned.

MINIMUM QUALIFICATIONS: Two years of experience in clerical and office procedures. Must be able to type accurately 50 wpm. May be required to take shorthand at 60 wpm. Proof of proficiency dated within the last six months is required.

SALARY RANGE: \$19,473.00-\$25,964.00
(\$9,3620-\$12,4825/hour)

SECURITY OFFICER I

One Full Time and One Part-Time (20 hrs/week) position

The Security Officer's purpose is to protect and secure Housing Authority property, to deter gang-related crime, vagrancy, vandalism and narcotic trafficking in properties governed by the Housing Authority.

EDUCATION AND/OR EXPERIENCE: Bachelor's Degree in a related field or its equivalent, with two years experience in job related field equal to one year of formal education. Considerable experience involving security.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent, with one year experience in job related field, and completion of a licensed security training program with specific training in proper and safe handling of firearms. Must provide own handgun, leather and ammunition. Handgun must be registered with Police Department.

SALARY RANGE:
(FULL TIME): \$13,838.00-\$18,451.00
(\$6.6530-\$8.8705/hour)
(PART TIME): \$6,919.00-\$9,225.50
(\$6.6530-\$8.8705/hour)

ONLY THOSE APPLICANTS DEEMED MOST QUALIFIED WILL BE INVITED FOR INTERVIEW AND TESTING. REFERENCES WILL BE CHECKED. Application forms may be obtained at the Housing Authority Administrative Offices from 8:00 A.M.-12:00 Noon and 1:00 P.M. 4:00 P.M. Monday through Friday.

EQUAL OPPORTUNITY EMPLOYER

IT IS THE HOUSING AUTHORITY POLICY TO MAKE "REASONABLE ACCOMMODATION" TO ENSURE EQUAL OPPORTUNITY FOR OTHERWISE QUALIFIED HANDICAPPED OR DISABLED PERSONS. A PERSON IS CONSIDERED TO BE QUALIFIED IF HE OR SHE MEETS THE BASIC PREREQUISITES FOR THE JOB AND CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION.

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April 16, 1992

Will you be ready when your life is on the line? Mace is great protection against attackers and thugs. \$14.95 each.

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647-1232

PROPERTY OWNERS

Will Buy Your Distressed Real Estate For No Money Down. 258-3580, 24-hrs.

BARBER FIXTURES FOR SALE

Chairs, Cabinets, Shine Stands, Bowls, Barber Poles. Complete Barber Fixtures. Call Collect (602) 977-0052.

SEIZED CARS

Government confiscated Corvettes, cars, trucks, and other items starting at \$100. Your area. Call 1-800-821-4016. Open 7 days until 9 pm.

CLARK COUNTY, NEVADA

AIRPORT MANAGEMENT INTERN

This two-year temporary program seeks talented individuals interested in a career in airport management. Airport interns will be provided a broad-based understanding of all facets of airport management from administration and engineering to finance and operation.

Graduation from college with a Bachelor's Degree in transportation management, aviation management, business management or public administration. Some related work experience is desirable, but candidates with no related experience will be considered.

To apply, candidates must submit:

1. An application and resume, including a list of all relevant extracurricular activities and honors. A complete official/certified graduate transcript. A three to five page, typewritten paper on the candidate's ambitions, plans and reasons for interest in the internship.
2. Names, addresses and telephone numbers of three references, one of which must be the applicant's graduate advisor.

SALARY: \$26,318.86

LAST DAY TO APPLY: May 11, 1992

Clark County Personnel Department
225 Bridger Avenue, Ninth Floor
Las Vegas, Nevada 89155
or call (702) 739-5110

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CITY OF NORTH LAS VEGAS HVAC MECHANIC Salary Range: \$32,297-\$37,053

The City is establishing an eligible list for the position of HVAC Mechanic in the Building Safety/Maintenance Department. Minimum requirements include: any combination of training and experience equivalent to graduation from high school and supplemental coursework at an accredited school in HVAC/refrigeration/basic electricity plus a minimum of 4 years experience in the maintenance, service or repair of HVAC/refrigeration systems; skill in standard care & use of the tools and instruments in installing, operating, maintaining and repairing refrigeration/HVAC systems to include 150 tons; valid Class C Nevada driver's license at time of hire; must be able to work any shift or days of the week, safely and properly lift at one time from the floor a minimum of 80 lbs, and bend, stoop, crawl and climb 6 ft. ladders and be accustomed to heights.

Filing for this position opens 7:00 a.m. Tuesday, April 21, 1992 and closes 5:00 p.m., Tuesday, April 28, 1992 OR UNTIL THE FIRST TWENTY-FIVE (25) QUALIFIED APPLICATIONS ARE ACCEPTED.

APPLY:

CITY OF NORTH LAS VEGAS
PERSONNEL DEPARTMENT
2200 Civic Center Drive
North Las Vegas, Nevada 89030
(702) 649-0257

Tuesday-Friday, 7 AM - 6 PM

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Hiring only those individuals authorized to work in the U.S.

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CITY OF NORTH LAS VEGAS DEPUTY CITY CLERK Salary Range: \$23,317-\$31,090

The City is establishing an eligible list for the position of Deputy City Clerk and to fill the current vacancy. Minimum requirements include: any combination of training and experience equivalent to two years of college/business school plus a minimum of three years experience in office work at the executive, legal or administrative level and must include experience with WordPerfect software; ability to type 50 accurate wpm and take dictation at 80 wpm and transcribe on IBM personal computer. Position requires attendance at evening meetings and at elections. Must be able to work independently exercising good judgment.

Filing for this position opens 7:00 a.m. Tuesday, April 21, 1992 and closes 5:00 p.m., Tuesday, April 28, 1992 OR UNTIL THE FIRST TWENTY-FIVE (25) QUALIFIED APPLICATIONS ARE ACCEPTED. (Line will form at south entrance of City Hall.)

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CITY OF NORTH LAS VEGAS CLERK II Salary Range: \$20,561-\$24,053

The City is establishing an eligible list for the position of Clerk II and to fill the current vacancy. Minimum requirements include: high school graduation or G.E.D. certificate; minimum of one year's experience in general office work; type 40 accurate wpm; must be able to work fairly independently and work may involve heavy and moderately difficult public contact in person or by telephone. May also involve some physical exertion moving records/files.

Filing for this position opens 7:00 a.m. Tuesday, April 21, 1992 and closes 5:00 p.m., Tuesday, April 28, 1992 OR UNTIL THE FIRST TWENTY-FIVE (25) QUALIFIED APPLICATIONS ARE ACCEPTED. (Line will form at south entrance of City Hall.)

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