

CLASSIFIED ADVERTISING

EMPLOYMENT

**CLARK COUNTY, NEVADA
OFFICE SPECIALIST**

Clark County is currently recruiting for the position of Office Specialist. This position will provide difficult, technical, complex/specialized administrative office support, and the regular use of independent judgement and initiative to various County and related local government offices. **REQUIREMENTS:** Equivalent to graduation from high school and three (3) years of full-time general clerical or office assistant experience. Some positions require typing. To be considered for typing positions you must provide proof of your ability to type 45 net words per minute. You must submit a typing certificate issued within the last 6 months indicating your net typing speed.

Salary Range: \$22,112.48 to \$34,274.24
Closing Date: November 24, 1997

CLARK COUNTY APPLICATION PACKAGE IS REQUIRED.
Apply to: Clark County Human Resources Department
500 S. Grand Central Parkway, Third Floor
Las Vegas, NV 89155
EOE M/F/D

Published: Las Vegas Sentinel-Voice — November 13, 1997

**CLARK COUNTY, NEVADA
ELIGIBILITY SPECIALIST**

Clark County Social Service is currently recruiting for a Eligibility Specialist. Provides difficult, technical, complex and specialized support to social service eligibility functions; interviews, investigates and verifies eligibility of potential and existing clients in difficult circumstances. Clark County Social Service offers a variety of programs. The position could be assigned to any program in the agency, from the Neighborhood Justice Center to Child Care Licensing. **REQUIREMENTS:** Equivalent to graduation from high school and three (3) years of full-time experience in interviewing clients, providing information and determining eligibility for various social service, medical or related programs. College level education in Social Work or a closely related field may be substituted for the experience on a year-for-year basis to a maximum of two (2) years. Preference will be given to those candidates who are bilingual. **WORKING CONDITIONS:** May be required to visit individual client residences. May be required to be bilingual in a specified language other than English.

Salary Range: \$25,794.08 to \$39,979.68

CLARK COUNTY APPLICATION PACKAGE IS REQUIRED.
Apply to: Clark County Human Resources Department
500 S. Grand Central Parkway, Third Floor
Las Vegas, NV 89155
(702) 455-4565
EOE M/F/D

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**CITY OF NORTH LAS VEGAS
DEPUTY CITY CLERK
Salary Range: \$25,707-\$36,505**

Min. requirements include: High school diploma or equiv. plus three to five yrs. highly responsible clerical exp. including at least two yrs. secretarial exp. pref. in high level public contact position. Pref. some continuing education in secretarial science, business or related work. Type 60 accurate net words per minute and dictation of 80 accurate wpm. Demonstrative skill and exp. with computers and word processing software is necessary. Must be able to work any shift or days of the week. (See Class Specification posted in the Human Resources Department for specific requirements)

Filing opens 7:00 a.m., Wednesday, November 12, 1997. Completed applications and resume must be returned by 5:00 p.m., Friday, November 21, 1997. (Resumes without an application, faxed materials or postmarks NOT accepted)

APPLY: CITY OF NORTH LAS VEGAS
HUMAN RESOURCES DEPARTMENT
2200 Civic Center Drive
North Las Vegas, Nevada 89030
(702) 633-1500
Monday - Friday; 7 AM - 6 PM

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
We hire only those individuals authorized to work in the U.S.

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**ADMINISTRATIVE
ATTORNEY**

The Public Utilities Commission of Nevada is accepting resumes for future vacancies as they may occur in our Carson City and Las Vegas offices. Responsibilities include providing preliminary legal advice and counsel to the assigned Commissioner and drafting sufficient opinions and orders. Interpreting relevant laws, regulations, policies and procedures as they apply to specific issues. Make fair and impartial recommendations based on facts and conclusions of law. Responsible for drafting notices and orders for the Commission. Minimum Qualifications: Graduation from an accredited law school. Membership in the Nevada State Bar desirable. Salary up to \$45,470/yr. DOE; Competitive benefit package. Send resume to PUC Attn: Donna Wickham, 727 Fairview Dr., Carson City, NV 89701, EOE.

Published Las Vegas Sentinel-Voice 11/13/97

ACCOUNT EXECUTIVE

The country's fastest growing market is building all star teams! Looking for performers with a great attitude, track record and the ability to make things happen. American Radio Systems in Las Vegas (Talk, Sports, Alternative, AC and Hot AC) stations have immediate openings. Entry to Senior Level Positions.

Fax Resume To:
HR Director
(702) 889-7337

Equal Opportunity Employer
Published Las Vegas Sentinel-Voice — 11/13/97

**CLARK COUNTY, NEVADA
LEGAL OFFICE ASSISTANT I / II**

Clark County is currently recruiting for the position of Legal Office Assistant I/II. **REQUIRES: Legal Office Assistant I** — Equivalent to graduation from high school and one (1) year of general clerical experience. Must type at a net rate of forty-five (45) wpm. Proof of typing skill date within six (6) months must be submitted with the application. Specific positions require bilingual (English/Spanish) skill. **Legal Office Assistant II** — in addition to the above: one (1) year of experience in providing office support to a court or legal office. **Working Conditions:** specified positions may require working evening, night, weekend and holiday shifts and may require being able to pass a detailed background investigation.

Salary: Legal Office Assistant I — \$20,473.44 to \$31,734.56
Legal Office Assistant II — \$22,112.48 to \$34,274.24
Closing Date: November 17, 1997

Apply to: Clark County Human Resources
500 S. Grand Central Parkway, Third Floor
Las Vegas, NV 89155
(702) 455-4565
EOE M/F/D

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**CITY OF NORTH LAS VEGAS
LATERAL FIREFIGHTER
Salary Range: \$33,394-\$47,061**

The City of North Las Vegas is establishing a Lateral entry eligible list for Firefighter. Minimum requirements include: minimum age of 18; valid Nevada Class C driver's license with satisfactory driving record at time of hire; valid Nevada State Fire Marshals Firefighter I Certification or valid certification from another state, meeting Firefighter I qualifications as described in NFPA 1001; current Nevada State EMT Certification or equivalent certification from another state meeting federal DOT requirements; minimum of two (2) years of continuous service within the past three (3) years with a recognized Fire Department on a full-time or paid-call status. (One interruption of service within the past three (3) year time frame of less than thirty (30) days is permissible); must meet City's medical standards in accordance with NFPA standards and pass annual physical examinations with an agency selected by the City and meet departmental annual physical fitness standards; must be a non-tobacco user both on and off duty for duration of employment; valid Paramedic Certification preferred.

Contingencies which apply to all Lateral applicants are posted in the Human Resource Department.

Filing opens 7:00 a.m., Wednesday, November 12, 1997. Fully completed applications with all certifications and required credentials will be accepted until 5:00 p.m., Friday, December 12, 1997. Failure to satisfactorily demonstrate that minimum requirements have been fully met will result in disqualification. Additional application information will NOT be accepted after the closing date. Resumes without applications, faxed materials and postmarks NOT accepted.

APPLY: CITY OF NORTH LAS VEGAS
HUMAN RESOURCES DEPARTMENT
2200 Civic Center Drive
North Las Vegas, Nevada 89030
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Monday - Friday; 7 AM - 6 PM

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LEGAL NOTICES

CITY OF LAS VEGAS

**INVITATION TO BID
BID NO. 98.1242.02-RC**

**CHUCK MINKER GYMNASIUM
FLOOR REPLACEMENT**

SCOPE OF WORK: THE SCOPE OF WORK GENERALLY CONSISTS OF REMOVAL OF EXISTING BASE FLOOR WITH SLEEPERS AND VAPOR BARRIER TO BARE CONCRETE. CLEAN AND PREPARE CONCRETE FOR NEW FLOORING AND DISPOSE OF ALL DEBRIS. CONSTRUCTION OF STAGGERED JOINT WHITE MAPLE FLOOR PLACED OVER VAPOR BARRIER AND FINISHED WITH BASKETBALL AND VOLLEYBALL COLORED GAME LINES.

Estimated monetary value of the project is: \$105,000.00 to \$120,000.00

PRE-BID CONFERENCE: Will be held on November 13, 1997, at 1:00 p.m. at the Chuck Minker Sports Complex, located at 275 North Mojave Road, Las Vegas, Nevada 89101. A site walk through will immediately follow the pre-bid conference. The purpose of this conference is to discuss the specifications and any prospective bidders' concerns and the City of Las Vegas' Minority, Women-Owned and Disabled Veterans' Business Enterprise Policy.

BID OPENING: All bids must be received in the office of the City Clerk, First Floor, City Hall Complex, 400 East Stewart Avenue, Las Vegas, NV 89101-2986, prior to 3:00 p.m., on November 20, 1997. Bids stamped after the designated time, will be returned to the Bidder unopened. Bids will be publicly opened and read aloud, immediately after the established closing time and date, in the Office of the Purchasing and Contracts Division, First Floor, City Hall Complex.

DOCUMENTS CAN BE OBTAINED: Bid documents will be available on November 7, 1997, and may be obtained at the Office of Purchasing and Contracts Division, 400 East Stewart Avenue, Las Vegas, NV 89101, for a non-refundable charge of \$15.00. If documents are to be mailed, there will be a \$5.00 postage and handling fee. Checks are to be made payable to City Treasurer, City of Las Vegas. Any questions regarding this solicitation should be referred to Robert L. Crutchfield Sr. at (702) 229-6231. Any questions regarding the Technical Specifications should be directed to Marshall Hutchinson, at (702) 229-6094.

Prospective bidders are hereby notified that this Invitation to Bid and all related bidding documents will be made available on a Telecommunication Device for the Deaf (TDD) or in an alternate format (audio or Braille) upon request to the Purchasing and Contracts Division, Telephone Number (702) 229-6231 or (702) 386-9108 (TDD).

FOR COMPLETE INFORMATION OF FUTURE FORMAL BIDS AND QUOTATIONS, CALL THE BID HOTLINE AT 383-0889.

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CLARK COUNTY, NEVADA

**INVITATION TO BID
BID NO. 4052-97**

INMATE CLOTHING AND SHOES

ANNUAL REQUIREMENTS CONTRACT TO FURNISH AND DELIVER INMATE CLOTHING AND SHOES, F.O.B. DESTINATION, FREIGHT PREPAID, FOR THE PERIOD FROM DATE OF AWARD THROUGH DECEMBER 31, 1998, WITH THE OPTION TO RENEW FOR FOUR (4) ONE-YEAR PERIODS.

A Prebid Conference will be held at 10:00 a.m., November 17, 1997 at the Clark County Government Center, 500 South Grand Central Parkway, General Services Department, Purchasing and Contracts Division, Fourth Floor, Las Vegas, NV 89155. The purpose of the Prebid Conference is to review and critique the bid document and answer any pertinent questions.

Bids will be received in the Clark County Government Center, 500 South Grand Central Parkway, General Services Department, Purchasing and Contracts Division, Fourth Floor, Las Vegas, Nevada 89155 on or before December 4, 1997. Bids are time-stamped upon receipt. Bids submitted must be time-stamped no later than 3:00 p.m. on the bid opening date. Bids time-stamped at 3:01 p.m. or after will be returned unopened to the Bidder. See the General Conditions of the bid document for specific mailing instructions. Bidders and other interested parties are invited to attend the bid opening. Specifications are available at the above address. Hearing impaired customers may obtain information by calling TT/TDD: Relay Nevada Toll-Free (800) 326-6868.

BOARD OF COUNTY COMMISSIONERS
CLARK COUNTY, NEVADA
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CLARK COUNTY, NEVADA

**INVITATION TO BID
BID NO. 4077-97**

**LOGANDALE FAIRGROUND
IMPROVEMENTS**

NEVADA STATE LABOR COMMISSION PWP#CL-1998-165
SCOPE OF WORK: THIS PROJECT IS TO PROVIDE A NEW ANIMAL PAVILION AND ELECTRICAL UPGRADES FOR THE LOGANDALE FAIRGROUNDS IN LOGANDALE, NEVADA. THE ANIMAL PAVILION IS A PRE-ENGINEERED STEEL BUILDING AND THE WORK FOR THE ELECTRICAL UPGRADES INCLUDE ELECTRICAL PANELS, CONTROLS, SERVICE DISCONNECTS, CONDUITS, WIRING, ETC. FOR OUTLETS AND EQUIPMENT AND TRANSFORMER PADS AND PRIMARY CONDUIT SYSTEM TO POINT OF CONNECTION.

ESTIMATED COST: \$423,000.00

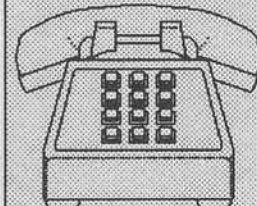
PREBID CONFERENCE: 11:00 a.m., November 18, 1997. The Prebid Conference will be held in the General Services Conference Room, at the address shown below. The purpose of the Prebid Conference is to review and discuss the contract documents and construction specifications.

Bids will be received in the Office of the Clark County Director of General Services, Purchasing and Contracts Division, Clark County Government Center, 500 South Grand Central Parkway, Fourth Floor, P.O. Box 551732, Las Vegas, Nevada 89155-1732 on or before December 4, 1997. Bids are time-stamped upon receipt. Bids submitted must be time-stamped no later than 2:15 p.m. on the bid opening date. Bidders and other interested parties are invited to attend the bid opening. Bids time-stamped at 2:16 p.m. or after will be returned unopened to the Bidder. Overnight Mail must use the 89106 zip code.

Specifications and drawings will be available on November 7, 1997, at the above address for a non-refundable charge of twenty-five dollars (\$25.00). If specifications are to be mailed, there is an additional non-refundable charge of five dollars (\$5.00). All checks are to be made payable to the Clark County Treasurer. If paying by cash, exact change is required. Hearing impaired individuals may request specifications and obtain information by contacting TT/TDD: Relay Nevada Toll-Free (800) 326-6868.

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**IT PAYS TO
ADVERTISE**



**CALL NOW
380-8100**