



City of Las Vegas

Department of Human Resources

SUBSTITUTE PROGRAM (CONTINUOUS FILING)

(Job Code 2011)

**HOURLY RATE: COMMENSURATE TO THE DUTIES PERFORMED
(NO BENEFITS)**

**LAS VEGAS CITY
COUNCIL
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CAROLYN G. GOODMAN
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ELIZABETH N. FRETWELL
**DIRECTOR OF
HUMAN RESOURCES**
DAN TARWATER

The city of Las Vegas has established a temporary service referred to as our Substitute Program. This program provides a pool of workers with a variety of skills to work "on call" for short term assignments (6 months or less) throughout the city. Individuals are paid on an hourly basis and are not eligible for the city benefit package.

We are currently recruiting for positions within the Substitute Program. The purpose of this recruitment effort is to establish an eligible list for future short-term job openings. Duties may include, but are not limited to the following:

CLASSIFICATIONS

Clerical – Duties may include customer service, typing, filing, data entry, and basic clerical functions in support of assigned department.

Construction (Carpenters, Electricians, Plumbers – Other Certifications/Licenses may be required according to duties performed)

Maintenance/Laborer (Custodial, Equipment Operators, etc. – Other Certifications/Licenses may be required according to duties performed)

APPLICATION PROCESS

Applications are accepted on a daily basis, with occasional advertisements in local newspapers for a specific field as needed. Applications will be kept on file for future departmental needs. **It should be understood that positions in this program are short-term hourly paid positions and will never become regular, full time positions.** In order to obtain full-time employment with benefits you must qualify by exam and be placed on an eligible list according to the Civil Service hiring rules outlined in our brochure.

SELECTION PROCESS

Final candidate selection may include hiring interview and demonstration of the ability to perform the physical requirements of the job.

Employees hired in this program must adhere to all rules and regulations as identified within the work unit for which they are assigned. Employment may be terminated at any time as deemed appropriate and/or necessary. **Employees will be required to successfully complete a background investigation.**

ANY INDIVIDUAL OFFERED EMPLOYMENT WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG TEST.

If you are interested in knowing more about this program, please call Human Resources at 229-4711.