

# Recruitment Process

**APPLICATION PROCESS:** Candidates must submit an employment application. The candidate is responsible for submitting a complete Clark County application. If the application does not demonstrate that minimum employment requirements are met the candidate will not move forward in the scoring process. Additional information will not be accepted after the closing date. Human Resources will screen the application for minimum qualifications. The selection process may consist of any of the following: training and experience scoring of the supplemental assessment or resume; written examination; oral board examination; assessment exercises; physical ability examination or any other examination that will evaluate the candidate's ability to perform the duties of the position. Applicants may be called to the hiring interview based upon score and/or special skill requirements for the position. Human Resources reserves the right to call only the most qualified applicants to the final hiring interview.

**VETERANS' PREFERENCE:** Veterans will receive five (5) preference points in addition to their overall score; disabled veterans will receive ten (10) preference points in addition to their overall score. A copy of a DD-214, documenting an honorable discharge, must be included with application. For online applicants, the DD-214 form must be mailed, faxed or brought into Human Resources on or before the closing date. Additionally, disabled veterans must include a letter from the Veteran's Administration verifying disabled status. Veteran's preference may be used only for initial employment with Clark County. Former Clark County employees who were laid off and are recall eligible will receive Veteran's preference points for open and competitive recruitments only.

**ADA ACCOMMODATION:** Requests for ADA accommodation must be made to the Human Resources Department in writing.

**APPEAL PROCESS:** A request for a re-evaluation of a supplemental rating or qualification status must be submitted in writing by mail, fax or email to the Employment Manager by 5 p.m. on the seventh calendar day after postmarked date or email date of the notice for score or qualification status. A copy of the notice postmark or email and an explanation of why the evaluation is being requested are required. No additional information other than that contained in the original application will be considered in the appeal for re-evaluation. An Appeals Committee will be formed consisting of three members not involved in the original rating or qualification status evaluation process. The Committee will evaluate the application package and

will override any previous rating the candidate may have received. The candidate's score may remain the same, be raised, or lowered as a result of the appeal review process. The candidate will be informed in writing of the Committee's decision within a reasonable timeframe. No information will be given out over the phone.

**BACKGROUND PROCESS:** All employment offers are contingent upon passing a background investigation. The background investigation may consist of one or more of the following:

- Education verification
- Certification/licensure verification
- Employment verification
- Criminal investigation
- Physical/Drug tests

**FOR QUESTIONS REGARDING THE RECRUITMENT PROCESS,  
CONTACT DISTRICT HUMAN RESOURCES AT (702) 668-8050.**