



Talent Acquisition Partner (Recruiter)

Human Resources Administration - 2250 Las Vegas Blvd North, North Las Vegas

Come join our CNLV Human Resources Team!

Serve your community. [Make a difference](#). Grow your career. Meaningful work awaits you here at the City of North Las Vegas. We serve one of the largest culturally diverse cities in the nation and our community continues to grow! If you value Accountability, Communication, and Teamwork then you are just the person we are looking for!

The [Talent Acquisition Partner \(Recruiter\) in Human Resources](#) is an essential member of our team, we invite you to apply and help contribute to CNLV'S growing success! Please thoroughly review the information and selection process outlined below this announcement.

ESSENTIAL INFORMATION

- **Submit a complete application** - For your application to be considered, you **MUST** fully complete an online application by providing sufficient information to demonstrate how you meet the minimum and any preferred qualifications, attach any documents as necessary, and answer ALL questions. Select "Apply for Job" at the top of this announcement and click "SUBMIT" at the end of your application.
- **Pay Considerations** –The salary range for the position is \$63,534 - \$101,217. Starting salary is dependent on education, qualifications, experience and internal equity considerations.
- **Work Schedule** - The schedule consists of Monday- Thursday, 8:00am to 6:00pm. This exempt position is an in person role required to physically be in the office/worksite, and will be required to balance work around deadlines and occasional after hour events and meetings, which may include work after hours and on weekends.

THE ROLE

As a Talent Acquisition Partner (Recruiter) assigned to the Police Department, you will be responsible for implementing a wide range of full-cycle recruitment activities for the City. This includes evaluating vacant positions, creating hiring/exam plans, sourcing candidates, screening applications, developing and administering exams and interviews, processing offers, oversight of background checks, providing quality customer service, collaboratively working with hiring managers, and creating an overall positive hiring manager and candidate experience. This position's initial assignment will be in the Police Department and will be crucial in developing and implementing hiring strategies for the recruitment of hard to fill, high volume, and union positions such as police officers, corrections officers, police communications dispatchers and call takers, law enforcement support technicians (L.E.S.T.s), records specialists, and accompanying supervisor positions. Recruiters will also assist in commissioned and non-commissioned promotional processes for vertical advancement, new hire processes, and new hire onboarding within the police department, in areas such as administration, animal protection services, communications, community engagement, crime analysis, detention command, identification, investigations, records, training, and all area commands.

IDEAL CANDIDATE

This position is housed in Human Resources and reports to our Talent Acquisition Manager. The [ideal candidate](#) will demonstrate:

- **Collaboration and Teamwork** – Our recruitment team works with hiring managers and supervisors to understand position needs and create processes that will bring in the best and most qualified talent. Our team works with candidates, HR team members, union representatives, hiring managers, department directors, executive leadership, raters and panels, subject matter experts, and other individuals to lead selection processes.
- **Creativity** – The variety of positions at our City are many! Each position has individual requirements and needs, and some are more challenging to fill than others. Creativity and viable recommendations are needed from recruiters to venture out and cast a wide net to attract top candidates.
- **Confidentiality** – Candidate information, testing materials, test results are a few examples of the types of information that is kept highly confidential by our recruiters and team. Our recruiters lead this effort and ensure high confidentiality in all phases of our processes.
- **Communication** – Recruiters must maintain timely and proactive communication with candidates, hiring managers, the HR team, and many others. They make recommendations to hiring managers and subject matter experts on recruitment strategies, provide in person training for panels and raters, and occasionally make presentations at events, schools, and to the community. Follow-up and follow-through are key in this role!

- **Attention to Detail** – Our recruiters abide by collective bargaining agreements, civil service rules and ordinances, policies, and state and federal laws and regulations that apply to each recruitment and may vary from position to position. They keep track of recruitment status information and report these to department directors, and they proof read and post documents that are visible City-wide and on our website to thousands of people - so information must be updated and accurate!
- **Exceptional Organization Skills** – Recruiters work in a fast-paced, high volume recruitment environment where exceptional organizational skills are a must!
- **Flexibility** – Prioritizing, re-prioritizing, shifting priorities as necessary, keeping a keen sense of urgency, and a positive attitude propel our recruiters to success.
- **Exceptional Customer Service** – Recruiters serve our candidates, hiring managers, department directors and executive leadership team, and must maintain excellent and timely customer service, follow-up, and follow through.
- **Diplomacy and Political Savvy** – Our recruiters demonstrate understanding of the interrelationships, roles and responsibilities of the departments they serve, and develop and maintain professional relationships with them to understand their business and be effective partners in filling roles, all while perceiving and appropriately responding to organizational and political sensitivities.
- **Leadership/Supervisor Experience**- In this role, you will be supervising an HR Technician someone who will be supporting you in an administrative capacity. Strong communication is needed for this function of the position.

If these competencies describe you and your working style, and you enjoy working both as an individual contributor and in a collaborative team environment, consider applying for this role!

The full job description can be found here: [Talent Acquisition Partner \(Recruiter\)](#)

Check out some of our benefits here: [CNLV Benefits Flyer](#)

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Public Administration, Business Administration, Human Resources, Organizational Development or related field or equivalent combination of education and experience.
- Minimum of two (2) years' experience performing full-cycle recruitment including assessing vacancies and business needs with hiring managers, planning or creating hiring plans, advertising, sourcing, and conducting a search, assisting with the candidate screening and selection processes, and preparing job offers.
- One year or more of professional, related experience in Human Resources.
- Strongly preferred – Public Sector recruitment experience in state, county or local government.

Licenses and Certifications

- Must possess a valid state Driver's License with the ability to obtain appropriate Nevada State Driver's License within required time frame.
- Strongly preferred - professional certification as a Professional in Human Resources with a credible college or professional association such as SHRM Certified Professional (SHRM-CP/SHRM-SCP) and/or IPMA-HR Certified Professional, etc.

SELECTION PROCESS

1. **Complete online application** – Interested candidates **MUST** submit a completed application through the City's application system. Evaluation of meeting requirements will be made solely on information provided on the application and any required attachments.
2. **Application review** – The selection process will begin with a screening of the application/resume. Determination of qualifications will be made solely on information provided in the application and responses to the supplemental questions. The best qualified candidates will be invited to participate in the assessment process.
3. **Virtual pre-screen** – The best qualified candidates from the application review will be invited to the virtual pre-screen interview. **Wednesday, September 3, 2025.**
4. **Interview with Role Play/Practical Exercise** – Top scoring candidates from the virtual pre-screen will be invited to participate in the in-person interview (with role play/practical exercise). **Monday, September 8, 2025 and Tuesday September 9, 2025.**
5. **Director / Chief of Police Meet & Greet** – The top candidates from the in-person interview will be invited to meet our Human Resources Director and our Chief of Police. **Thursday, September 11, 2025.**
6. **Pre-Employment Screening** – Selected candidates for this position are subject to a pre-employment screening which includes but is not limited to local & state criminal history check; federal criminal history check via submission of fingerprints; and drug screening.
7. **Selection/Offers**

The selection process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. The City will provide reasonable accommodation to qualified individuals with disabilities. It is the responsibility of the candidate requiring accommodation to contact the Human Resources Department (preferably in writing) at the time of application.

QUESTIONS?

For questions about this position or the selection process, please contact:

Ralonda Green , Talent Acquisition Manager, greenrt@cityofnorthlasvegas.com

Additional Information

- People Group: Appointed

Compensation

- Grade: ACE-19
 - Minimum Salary: 63534.94
 - Maximum Salary: 101217.38
 - Pay Basis: YEARLY
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