

City of Las Vegas Career Opportunity

Applications are being accepted for a part-time **Museum Clerk** for the City of Las Vegas Museum Department.

Entry Level: \$7.50

Nature of Job: The Museum Clerk provides welcoming services and interpretive assistance to museum visitors. The Clerk will welcome visitors, assists in interpreting regional history, including Rough Rider history, opens and closes museum building, maintains security of collection and visitors through visual monitoring, answers main telephone line, directs calls, takes messages, answers questions, keeps accurate count of visitors, directs visitors to other local sites of interest, researches and responds to inquiries, assists in cataloging collection. (A detailed job description is available at the Human Resource Office.)

Qualifications: Applicant must have a High School Diploma or equivalent. Recommended a minimum of one year experience within the museum environment where the applicant has performed similar duties. Equivalent education / experience acceptable. Must possess a valid New Mexico Driver's License with an acceptable driving record and must be insurable by the City's Insurance carrier. Bilingual competence in English and Spanish is preferred. Candidate should have good communications skills and be friendly.

Posted: General Public: May 12, 2017 thru May 19, 2017

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:



Richard R. Trujillo, City Manager



Human Resource Manager