

# City of Las Vegas Career Opportunity

Applications are being accepted for a part-time Control Clerk for the City of Las Vegas Recreation Center.

**Entry Level:** \$8.70

**Nature of Job:** Provide quality customer service; responsible for informing the public about facility policies and procedures; routine skills such as clerical duties, record keeping, receptionist skills, and customer service relations; receives fees from facility patrons; close contact and communication with staff as it pertains to recreation programs, special events, scheduling facility and leagues; responsible for daily cash draw balance.  
(A detailed job description is available at the Human Resource Office.)

**Qualifications:** High School diploma or equivalent; Must be at least 18 years of age. Must have flexible work schedule to include early mornings, evenings, and weekends. Excellent customer service skills.

**Posted:** General Public: December 7, 2015 thru December 14, 2015

**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:**

  
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Elmer J. Martinez, City Manager

  
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Human Resource Manager