City of Las Vegas
Career Opportunity

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

Entry Level: Per Pay Plan

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.

Deadline: UNTIL FILLED. Applications are available at the Human Resource Division, 1700 North Grand Ave., Las Vegas, NM or www.las-vegas.nm.us. Please return completed application along with any necessary paperwork to the Human Resource Division.

Posted: General Public: August 25, 2014 thru September 2, 2014

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. 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:

Elmer J. Martinez, Acting City Manager

Human Resource Manager