City of Las Vegas
Career Opportunity

Applications are being accepted for a part-time **Visitor Center Clerk** for the City of Las Vegas Visitor's Center.

Entry Level: $7.50

Nature of Job: Answer phones and provide information to the public. Performs a variety of receptionist and customer service duties. Uses excellent customer service skills, establishes and maintains effective working relationships with other employees, and all members of the general public. Assists with keeping the Visitor Center information stocked and presentable to the general public. Attendance at work is an essential function of this position. Broad and unbiased knowledge of services (i.e. lodging, dining, recreation, etc.) for Las Vegas and the surrounding area. (A detailed job description is available at the Human Resource Office.)

Qualifications: High School diploma or equivalent; must possess a valid NM driver's license and be insurable by the City's insurance carrier.

Posted: General Public: July 7, 2016 thru July 14, 2016

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