



JOB ANNOUNCEMENT

General Public

OPEN DATE: October 12, 2022

CLOSE DATE: Until Filled

JOB TITLE: Fire Museum Clerk (Part-Time)

PAY RATE: \$12.00/hour

DEPARTMENT: Las Vegas Fire Department

SUMMARY

The Fire Museum Clerk provides welcoming services and interpretive assistance to fire museum. Will be under the supervision of the Fire Chief.

DUTIES AND RESPONSIBILITIES

- Welcomes visitors,
- Assists in interpreting regional history, including Fire Department 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.
- Performs other related duties as assigned.

MINIMUM JOB REQUIREMENTS

- High school diploma from an accredited school or its equivalent.

PREFERRED QUALIFICATIONS

Bilingual competence in English and Spanish is preferred.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain a Class D Driver's License.

KNOWLEDGE, SKILLS, ABILITIES

- Candidate should have good communications skills and be friendly.
- Knowledge of New Mexico and local history and knowledge of the area.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- **Mobility factors:** Walking 35%, climb steps 5%
- **Primary work Position:** Stand 50%, sit 50%
- **TRUNK:** Bends occasionally.

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Page 1 of 2

- **ARMS:** Reaches, works with arms extended occasionally, carries 25 lbs. maximum, 25 feet occasionally, lifts from floor to waist 25 lbs. maximum
- **LEGS:** Bends, kneels, squats occasionally and walks frequently.
- **HANDS:** Gross dexterity, occasionally grasp/manipulates, frequently. Speed required, occasionally; bilateral coordination, occasionally; eye/hand coordination, occasionally.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

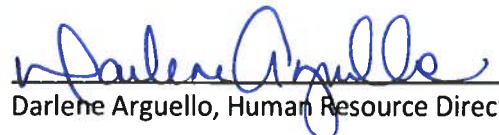
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Darlene Arguello, Human Resource Director