



**JOB ANNOUNCEMENT**  
***Open to the Public***  
**OPEN DATE: July 20, 2021**  
**CLOSE DATE: Open Until Filled**

**JOB TITLE:** Museum Clerk (Part Time)

**PAY RANGE:** \$11.50/hour

**DEPARTMENT:** Museum

**DIVISION:** Community Services

**SUMMARY**

Under the supervision of the Museum Curator/Manager, the museum clerk will provide welcoming services and interpretive assistance to museum visitors.

**DUTIES AND RESPONSIBILITIES**

- Welcomes visitors.
- Assists in interpreting regional history, including Rough Rider history.
- Opens and closes museum building
- Maintains security of collection and visitors through visual & physical monitoring.
- Answer main telephone line, direct calls, takes messages and answers questions.
- Keeps accurate count of visitors.
- Directs visitors to other local sites of interest.
- Researches and responds to inquires.
- Assists in cataloging collection.
- Participates in Museum events and presentations.
- Performs other related duties as required.

**MINIMUM JOB QUALIFICATIONS**

- High school diploma or equivalent.
- One (1) year related experience in a museum setting or an equivalent combination of education and experience.

**EMPLOYMENT REQUIREMENTS**

- Must possess and maintain an insurable New Mexico Class D Driver's License.

**PREFERRED QUALIFICATIONS**

- Bilingual in English and Spanish

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to utilize general office equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to deal effectively and friendly with the general public.
- Knowledge of New Mexico history, local history and surrounding area.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work is performed indoors.
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling.
- Regularly required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 25 pounds.

**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:

[http://lasvegasnm.gov/departments/human\\_resource\\_department](http://lasvegasnm.gov/departments/human_resource_department)

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

OR send via email to: [consuelo@lasvegasnm.gov](mailto:consuelo@lasvegasnm.gov)