



**JOB ANNOUNCEMENT**  
***General Public Vacancy***  
**OPEN DATE: February 25, 2025**  
**CLOSE DATE: Until Filled**

**JOB TITLE:** Museum Clerk

**PAY RATE:** \$14.00/hr.

**DEPARTMENT:** Community Services

**DIVISION:** Museum

**SUMMARY**

Under the supervisor 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 Las Vegas 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 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 a Class D Driver's License.

**PREFERRED QUALIFICATIONS**

- Bilingual competence in English and Spanish is preferred.

**KNOWLEDGE, SKILLS, 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 and local history and knowledge of the area.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

- Work if 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:

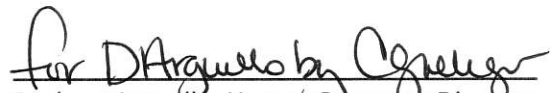
<https://www.lasvegasnm.gov/general-7-1>

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

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

**Reviewed and approved for publishing by:**

  
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Timothy Montgomery, City Manager

  
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Darlene Arguello, Human Resource Director