For the position of: Recreation Assistant (Customer Service Representative)
Location: Clark County Museum
Amber Colbert, Cultural Specialist
1830 S. Boulder Hwy, Henderson NV 89002
(702) 455-7955 Phone / (702) 455-7968 Fax
Amber.Colbert@ClarkCountyNV.gov

**SALARY**
$ 9.00 Hourly

**OPENING DATE:** June 29, 2020

**CLOSING DATE:** Until filled

**ABOUT THE POSITION:**
The Clark County Museum is looking for a qualified candidate to assist with weekend operations including cashiering, customer services and closing. Duties will include answering phones, handling customer inquiries, using a computer to sell merchandise, cash handling, stocking and organizing merchandise, closing and securing all buildings, and other various tasks as assigned.
Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

**# OF VACANCIES:** 1

**MINIMUM REQUIREMENTS**

**Education and Experience:** Applicant must have a high school diploma or equivalent.

**Preferred Qualifications:** Customer service experience preferred. Applicant must be able to demonstrate initiative, good communication and customer service skills (i.e. working with the public).

**Working Conditions:** The primary schedule for this position will be 08:45am- 04:45 pm Saturday and Sunday and Monday 8:45am-1:15pm. This position may also work day, evenings and/or weekdays.

**Background Investigations:** Employment is contingent upon the results of a background investigation and drug screening test.

**APPLICATION PROCESS:**
Applications can be picked up at any Parks & Recreation facility or can be downloaded at http://www.clarkcountynv.gov/Depts/parks/Documents/Employment/part-time-employment-application.pdf

Clark County Is An Equal Opportunity Employer