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## Announcement

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# State of Nevada Announces

## An Open Competitive Recruitment for:

### **MUSEUM ATTENDANT 1 - LOST CITY MUSEUM - OVERTON**

**APPROXIMATE HOURLY RATE - \$13.96 to \$19.91 PAY GRADE: 21**

For more information on benefit and retirement programs, please see the sections below. In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

#### **JOB INFORMATION**

- Work Type: A Permanent, part time vacancy
- Department: [Department of Tourism & Cultural Affairs](#)
- Division: Museums & History
- Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson
- Job Class Code: 07.847

#### **RECRUITMENT INFORMATION**

- Announcement Number: 37789
- Open to all qualified persons.
- Posted 07/22/2019
- Close Date: 08/05/2019
- Recruiter:  
 JONI ABRAHAM  
 Phone: (702)486-2900  
 Email: [jabraham@admin.nv.gov](mailto:jabraham@admin.nv.gov)
- Applications accepted for another 14 Days 7 Hrs 45 Mins

#### **The Position**

Museum Attendants assist visitors at museums and provide information and directions and perform routine security activities to ensure the safety of visitors and protect exhibits.

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

The Department of Tourism and Cultural Affairs, Division of Museums and History at the Lost City Museum in Overton, Nevada is recruiting for a Museum Attendant 1. Incumbent is responsible for conducting sales and handling money using a Point-of-Sale (POS) system in the Museum Store; constantly interacting with the public and occasionally large school groups; managing the inventory at the museum store including reordering items, researching new products, counting items, rectifying invoices, creating reports, and bending, stooping, or climbing a small ladder to access store inventory; attending admissions desk, opening and closing registers, answering phone and routing calls, cleaning up spills and messes, and maintaining a tidy, well-stocked museum store. \*\*\* THIS RECRUITMENT MAY CLOSE AT ANY TIME BASED ON THE AMOUNT OF APPLICATIONS RECEIVED. QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE. \*\*\*

To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-7\\_0/](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-7_0/)

#### **To Qualify:**

In order to be qualified, you must meet the following requirements:

##### **Education and Experience (Minimum Qualifications)**

- Graduation from high school or equivalent education and one year of experience working with the public both in person and on the telephone; OR an equivalent combination of education and experience.

##### **Special Notes**

- Education above the high school level may be substituted for the required experience on the basis of one year of college education is equivalent to six months of related experience.

### **Special Requirements**

- A State of Nevada/FBI background check will be required of the selected applicant.

### **Additional Position Criteria**

- This position is located in Overton, NV, approximately 65 miles northwest of Las Vegas, NV.

### **The Examination**

#### **Application Evaluation Exam**

The exam will consist of an application evaluation. It is essential that applications include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

#### **INFORMATIONAL LINKS**

For more information about state employment, visit the following:

Division of Human Resource Management:

<http://hr.nv.gov>

Public Employees Retirement System:

<http://www.nvpers.org>

Public Employees Benefits Program:

<http://pebp.state.nv.us>

More Benefits Information:

<http://nvjobs.nv.gov/Applicants/EB>

#### **REFER A FRIEND**

Help us reach qualified candidates! Refer a friend by clicking here:

[Email](#)

#### **Direct Inquiries or Correspondence to:**

##### **Division of Human Resource Management Northern Nevada**

209 East Musser Street,  
Room 101  
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

##### **Division of Human Resource Management Southern Nevada**

555 East Washington Avenue,  
Suite 1400  
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

To begin the application process, click on the Apply button. Click Cancel to return to the previous page.

Apply

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