



City of Tombstone

P.O. Box 339 * 613 E. Allen Street
Tombstone, Arizona 85638

Phone (520) 457-2202 TTY: 1-800-367-8939 Fax (520) 457-3516

E-mail: cityhall@cityoftombstone.com

EMPLOYMENT OPPORTUNITY

The City of Tombstone is accepting applications for
a
Tombstone Visitor Center Attendant(s)

**Position is Part -Time (19 hrs. a week)
(No Benefits)**

Starting Pay is \$10.00 an hour

Must be willing to work weekends and holidays!

For a complete job description and application please contact

**City Hall
613 E. Fremont Street,
Tombstone, AZ 85638**

**Or visit us at:
www.cityoftombstone.com**

Announcement closes when positions are filled.

The City of Tombstone is an equal opportunity employer.

City of Tombstone
Tombstone Visitor Center Attendant

MINIMUM JOB REQUIREMENTS: High School Diploma or GED; 6 months experience related to the duties and responsibilities specified.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to operate a cash register
- Ability to get along with everyone
- Ability to effectively communicate with in a manner that is easily understood by the customer.
- Ability to analyze and solve problems
- Knowledge of cash management, principles and/or procedures
- Reconciling skills

DUTIES AND RESPONSIBILITIES:

- Greet customers and assist them.
- Ability to receive and account for donations with accuracy
- Maintain knowledge of current inventory
- Watch, recognize and report security risks and threats.
- Answer questions for customers regarding graveyard.
- Ability to maintain and keep area clean and free of debris.
- Ability to recognize and report potential hazards to customers
- Ability to answer telephones and operate other office equipment.
- Perform miscellaneous other duties as assigned.