



City of Tombstone

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

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EMPLOYMENT OPPORTUNITY

The City of Tombstone is accepting applications for
a Temporary

Tombstone Visitor Center Attendant

Position is Part –Time (16 hrs. a week)
(No Benefits)

Starting Pay is \$12.15 an hour
Position may turn into a permanent position

Must be willing to work weekends and holidays!

For a complete job description and application please contact

City Hall
613 E. Allen Street,
Tombstone, AZ 85638

Or visit us at:
www.cityoftombstoneaz.gov

Announcement closes when position is filled.

The City of Tombstone is an equal opportunity employer.

Posted: 1/27/2021

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.