



JOB ANNOUNCEMENT
Museum Specialist
Part time, Grade 6 @ \$9.71 per hour, with no benefits

Perform entry level clerical support and customer service duties. Perform front desk receptionist duties at the San Rafael Museum. Acts as cashier, answers phone, gives tours of museum and answers visitor inquires of the area, and required to perform housekeeping tasks.

Ability to handle telephone functions, i.e., accepting and routing incoming calls; knowledge of general office maintenance and practices; ability to operate standard office equipment; ability to perform basic mathematical calculations; ability to communicate effectively both verbally and in writing; ability to work well with supervisor, coworkers and the public.

High school diploma or GED and one year of experience performing above related duties or an equivalent of education and experience.

Applicants for employment may be required to undergo a drug test and a background check as a condition of employment.

Send, fax, or email resume to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Fax: 435-381-2308 Email: maryh@emery.utah.gov

Recruiting for this position ends March 26, 2019, at 5:00 p.m.

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER