



**Customer Service Representative— Part Time
Tourism Dept—Visitor Center
\$13.71/hour; Part Time—19 hours or less, No Benefits**

APPLY NOW:

On-line application materials accepted through October 17, 2016

To obtain complete job description and on-line application, visit the City of Kingman’s website (www.cityofkingman.gov) or contact the City of Kingman Human Resources Department.

The City of Kingman, Tourism Department is seeking individual to work part-time in our Visitor Center. Do you enjoying meeting people and would like to participate in welcoming visitors to our City, consider this part time position! Ideal individual would possess excellent, proven experience in providing friendly, welcoming customer service in person and telephonically. This is a great opportunity to work with a team, work directly with the community we serve and promote all that the City of Kingman and its surrounding areas offer! This position includes the working of early mornings, evenings, nights, weekends and holidays as scheduled and as necessary.

Customer Service Representatives greet visitors, customers and event participants, collect and disseminate community event information, provide travel information, promote tourism in local area and work at the Kingman Visitor Center tourist information desk and gift shop. Positions also performs general clerical functions to include cash handling/recording and maintaining calendar of events.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school or GED equivalent with specialized coursework in general office practices with use of computer & related software experience, preferably with Microsoft Office products (word processing, electronic spreadsheets, databases, publications, presentations).
- One to two (1-2) years experience in administrative/office support in a customer service, information or tourism setting or equivalent experience.
- Considerable public contact and cash handling and reconciliation experience preferred.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.
- **SPECIAL REQUIREMENTS:** Valid Arizona Driver’s License or ability to obtain within 3 months of hire; Fluency or proficiency in a second language is desired.

Note Reference Examination: The City of Kingman reserves the right to consider the candidates who best overall meet the qualifications and suitability of the position in the succeeding examination processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment may be subject to successful completion of a criminal background check and any other appropriate testing/evaluation commensurate with the offered position.

Note Reference American Disabilities Act: When advised, reasonable accommodations will be made in order for an “otherwise qualified applicant” with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. **EOE**

City of Kingman

Human Resources
310 N 4th St.
Kingman AZ 86401

Phone: 928-753-5561
Fax: 928-753-3544
www.cityofkingman.gov

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