



****NOW HIRING****

Need Holiday Ca\$h?

The City of Caliente is hiring temporary part-time positions to fill immediate openings

Now hiring customer service representatives for City Hall office assistance! Candidates must be reliable, able to handle customer requests in person and via phone and display a willingness to learn if not experienced in the tasks required. Compensation will be determined by experience. Potential for permanent positions may become available.

General job duties include:

- Cash Handling and balancing transactions daily
- Phone and in-person customer service
- Scanning, filing, organizing paperwork
- Meeting preparations and transcriptions
- Cleaning
- Other duties as assigned

To apply complete the Employment Application – 2023 found on website at cityofcaliente.com under forms. Submit completed application to City Hall located at 151 Clover Street or email to cityclerk@cityofcaliente.com. For questions call 775-726-3131. Positions will remain open until they are filled.