

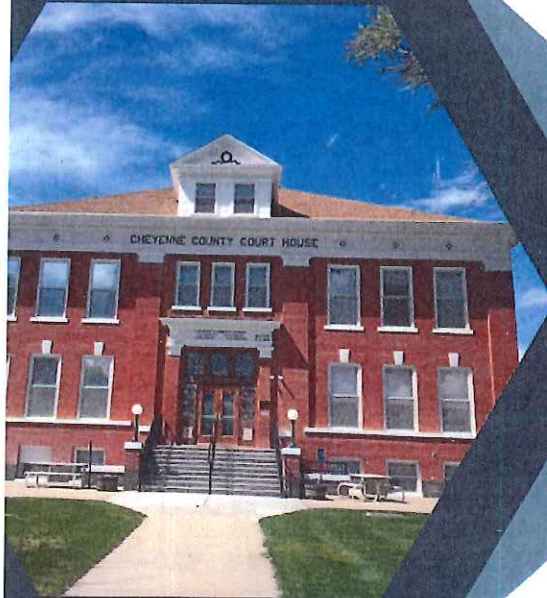
We are HIRING

DEPUTY ASSESSOR

We are accepting applications for a full time Deputy Assessor. Position is 35-hours/week, work hours are Monday-Friday from 8:00am to 4:00pm.

Job consists of assisting with clerical and administrative assignments, working directly with the public, and repetitive or multi-tasking duties.

Base pay starts at \$14/hour and can increase depending on experience.



QUALIFICATIONS

- Must have a valid driver's license and ability to drive.
- Must possess general office experience and have a working and proficient knowledge of computers and programs such as Microsoft Word, Excel, Outlook, etc.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prioritize work and research information to complete work efficiently.
- Strong attention to detail.
- Knowledgeable with mathematical principals and calculations.

An application, a list of job requirements, and a full job description can be obtained from the Assessor's office. Cheyenne County is an Equal Opportunity Employer.

BENEFITS

- Excellent Health and Retirement Benefits
- Paid time off, as well as 10-14 paid holidays per year.
- County pays 100% medical insurance premiums for employee + family.
- Optional dental, vision and supplemental life insurance plans are available, and those premiums are deducted monthly from the employee's payroll if enrolled.

Cheyenne County Courthouse

51 South 1st,
Cheyenne Wells, CO
80810

Applications are available in our office, or on our county website:
<https://co.cheyenne.co.us/jobopenings.htm>

Submit Your Application or Resume to:



cheyassr@rebeltec.net



(719) 767-5664