

POSITION AVAILABLE – COUNTY ASSESSOR’S OFFICE

The Cheyenne County Assessor’s office is accepting applications for an Office Clerk. This part time position will have a flexible work schedule within typical business hours, and working hours will vary depending on office projects as needed and could at times be sparse. Applicant should possess a general office background with computer knowledge and experience with mathematical principals and calculations. Job consists of repetitive or multi-tasking duties and interaction with the public. Must have a valid driver’s license and be able to drive. Position pay is based on experience, but will start pay at a minimum of \$12.56-\$12.75 per hour with possible pay increase after 90-day probationary period. This position has no benefit package available such as insurance, retirement contribution or paid time off. Position open until filled.

An application can be obtained from the County Assessor’s office located in Cheyenne Wells, CO or on the County website under job openings. Please contact Lacey Welsh if you have any questions regarding this position by telephone at (719) 767-5664, or via email at cheyassr@rebeltec.net.

Cheyenne County reserves the right to accept or reject any and all applications and is an Equal Opportunity Employer.