



## **POSITION AVAILABLE AT COUNTY CLERK & RECORDER'S OFFICE**

The Cheyenne County Clerk's office is seeking a self-starting and energetic person with good work ethics to work in the Clerk and Recorder's office. Must be detail-oriented, professional, responsible, flexible and customer-service oriented. Requires High school diploma or equivalent, valid driver's license, two years general clerical/secretarial experience or equivalent, organizational and computer skills, ability to carry heavy items, climb stairs and ladder. Flexibility to learn various job duties and the ability to multi-task are a must! This is a thirty-five hour per week, full time position with benefits. For further information, call the Cheyenne County Clerk's office at (719) 767-5685. Applications may be picked up at the Clerk's office Monday through Friday from 8:00 a.m. to 4:00 p.m., or accessed online at [www.co.cheyenne.co.us](http://www.co.cheyenne.co.us) under the heading "Job Openings." Applications must be returned to the Clerk's office at the courthouse or PO Box 567, Cheyenne Wells, CO 80810. Starting pay depends on qualifications and experience, but will range from \$13.00-\$13.50 per hour with possibly pay increases and bonus incentives. This job is open until filled. EOE.

