



We are **HIRING**

*Assessor and Treasurer's Offices
TWO (2) Part-time positions or
One (1) Full-time position*

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

Base pay is dependent on part-time or full-time status. Base pay will be \$15.16—\$17.00 depending on experience.

QUALIFICATIONS

- 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 or simple accounting principals.

FULL-TIME BENEFITS

- Excellent Health and Retirement Benefits
- Paid time off (vacation, sick, personal, funeral and holidays)
- County pays 100% medical and life insurance premiums for employees & family
- Mandatory 4% retirement with employer 4% match
- Optional dental, vision and supplemental life insurance plans are available, and those premiums are deducted monthly from the employee's payroll if enrolled.
- M-F, 8a-4p for full-time and part-time hours will vary but will be less than 30 hours/week



An application can be obtained from Treasurer and Assessor offices or on the county's website:
co.cheyenne.co.us/jobs.html Call the Treasurer

(767-5657) or Assessor (767-5664) for specific

Inquiries. Applications may be returned directly to Treasurer or Assessor offices at 51 South 1st Street in Cheyenne Wells, CO.

Cheyenne County is an Equal Opportunity Employer