

CHEYENNE COUNTY ASSESSOR'S OFFICE



We are HIRING

DEPUTY ASSESSOR

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

- OR -

We are willing to consider a part time position with a more flexible schedule for a candidate with experience.

Pay will be \$15.00- \$16.75/hour, depending on experience.

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

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 prioritize work and research information to complete work efficiently.
- Knowledgeable with mathematical principals and calculations, and/or the ability to learn quickly.
- Ability to communicate effectively, both verbally and in writing.
- Strong attention to detail.
- Ability to work amicably with other employees, supervisors and members of the public.
- Must have a valid driver's license and ability to drive.

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 for all full time employees.
- Generous paid time off, including 12-14 paid holidays per year.
- County pays 100% medical insurance premiums for employee + family.
- Optional dental, vision & supplemental life insurance plans are available. 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's website:

co.cheyenne.co.us/jobs.html

Submit Your Application or Resume to:



cheyassr@rebeltec.net



(719) 767-5664