



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 the right candidate.

Pay will be \$14.75- \$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 10-14 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