# Deputy Clerk Cheyenne County, CO Clerk & Recorder's Office

# **WE ARE HIRING!**

## **GENERAL DUTIES:**

- Clerical/Administrative repetitive multi-tasking
- Work directly with customers and coworkers
- Special assignments

#### **OUALIFICATIONS:**

- Valid driver's license & able to travel occasionally
- Ability to communicate effectively
- Experience with customer service
- Knowledge of computers and able to learn programs
- Strong attention to detail and prioritization
- Reliable and eager to learn

### **SCHEDULE AND BENEFITS**

- Monday-Friday, 8am-4pm (35-hour work week position)
- Employer paid family medical and life insurance (optional)
- Employee payroll deducted dental, vision, supplemental life and AFLAC plans available
- Mandatory retirement with employer 4% match
- Paid time off (vacation, sick, personal, funeral & holidays)
- Benefits & paid time off after satisfactory probationary period
- Starting rate \$15.00-\$15.50/hour depending on experience
- Performance pay incentives

For complete job description and application: https://co.cheyenne.co.us/jobopenings.htm

Contact us for questions

countyclerk@co.cheyenne.co.us 719-767-5685 Courthouse (51 South 1st) Cheyenne W<u>ells, CO</u>

Submit applications in person at Courthouse or mail to County Clerk at P.O. Box 567, Cheyenne Wells, CO 80810

Position open until filled (EOE)