

# Now Hiring!!!

## *Human Services Generalist Technician*

Cheyenne County, CO Department of Human Services is seeking applications for a full time Generalist Technician

### **SCHEDULE & BENEFITS**

- Full time 40-hour week position, M-F, 7:30a-4p with ½ hour lunch break
- Optional employer paid family medical & life insurance and/or employee paid dental, vision, & supplemental life after 2-month waiting period eligibility
- Mandatory 4% employer matched retirement and optional deferred comp plan after satisfactory 3-month eligibility period
- Optional AFLAC plans available through employee paid monthly payroll deductions
- Paid time off (vacation, sick, personal days, funeral leave, federal holidays) after 3-month satisfactory probationary period
- Starting wage **\$14.50-\$15.50/hour** (depending on experience and skill level) with bonus & performance pay incentives

### **GENERAL DUTIES AND REQUIREMENTS**

- Assess clients for program or services eligibility and acquire and process information
- Greet and assist clients, answer phones, operate basic office equipment, and manage case files, any other duties assigned
- Attend necessary or required trainings and meetings
- Knowledge and proficiency with computers & software programs
- Ability to communicate, both verbally and in writing, and prioritize information effectively and efficiently
- Strong attention to detail
- Adhere to State of Colorado rules and regulations
- Possess valid driver's license and ability to drive

### **APPLICATIONS & JOB DESCRIPTION AVAILABLE:**

- ✓ County website under "Job Openings"
- ✓ Courthouse at 51 South 1<sup>st</sup> Street in Cheyenne Wells
- ✓ Email [ccadmin@rebeltec.net](mailto:ccadmin@rebeltec.net)

### **SUBMIT APPLICATIONS TO:**

Human Services Director  
P.O. Box 146  
560 West 6<sup>th</sup> North Street  
Cheyenne Wells, CO 80810

**Questions? Call 719-767-5872 or 719-767-5629**

Cheyenne County is an Equal Opportunity Employer and position is open until filled