



CHEYENNE COUNTY, CO DEPUTY TREASURER JOB OPENING



SCHEDULE & BENEFITS

- Full time 35-hour week position, M-F, 8a-4p
- Paid family medical & life insurance, optional employee payroll deductions for dental, vision, supplemental life
- Mandatory retirement with employer 4% match
- Optional AFLAC plans available
- Paid time off (vacation, sick, personal, funeral, holidays) after probationary period
- Starting wage **\$14.50-\$15.50/hour** (depending on experience and skill level) with bonus & performance pay incentives

GENERAL DUTIES

- Clerical & administrative assignments, working with the public & multi-tasking with work that involves repetitiveness
- Knowledge and proficiency with computers & programs such as Microsoft Office
- Ability to communicate, both verbally and in writing, and prioritize information effectively and efficiently
- Strong attention to detail
- Knowledgeable with mathematical principles and calculations
- Possess valid driver's license and ability to drive

APPLICATIONS AVAILABLE

1. County Website under "JOB OPENINGS"
2. Courthouse, 51 South 1st Street in Cheyenne Wells
3. Email ccadmin@rebeltec.net
4. Questions, please call 719-767-5872

SUBMIT APPLICATIONS TO

County Administrator
P.O. Box 567
51 South 1st Street
Cheyenne Wells, CO 80810