



We're Hiring!

Deputy Clerk

Cheyenne County Clerk & Recorder's Office

Apply Now!

Schedule & Benefits:

- M-F, 8a-4p (35-hour work week)
- Employer paid medical & life insurance (optional)
- Optional dental, vision, supplemental life & AFLAC plans (payroll deducted)
- Mandatory retirement with employer 4% match
- Paid time off (vacation, sick, personal, funeral & holidays)
- Benefits & paid time off after satisfactory probationary period
- performance bonuses
- Starting hourly rate is \$16.00/hour

Contact for questions:

Allison Brown, Clerk & Recorder
countyclerk@co.cheyenne.co.us
719-767-5685
Courthouse (51 S. 1st)
Cheyenne Wells, CO

Qualifications:

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

General Duties:

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

For complete job description & application:

<https://co.cheyenne.co.us/jobopenings.htm>

Submit applications in person at courthouse or mail to P.O. Box 567,
Cheyenne Wells, CO 80810
Position open until filled (EOE)