

**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

QUALIFICATIONS:

- 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>

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)

Contact us for questions

countyclerk@co.cheyenne.co.us
719-767-5685
Courthouse (51 South 1st)
Cheyenne Wells, CO