



COLFAX COUNTY

Job Posting

JOB TITLE	Treasurers Part-Time Clerk/Cashier-
Pay Status	FLSA Non- Exempt
Reports to	Colfax County Treasurer
Salary	\$10.43
Date Close	05/21/2019 @ 4:00pm

POSITION SUMMARY:

Under close supervision of the assigned supervisor perform basic clerical office duties.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED.
- Combination of clerical training or progressively responsible experience in an office environment totaling three (3) years.
- Ability to communicate effectively in both oral and written in English.
- Knowledge of standard office procedures and practices.
- Ability to operate standard office machines including but limited to word, processor, computer and multi-line phone system.
- Ability to interact effectively and professionally with the public, supervisors and co-workers.
- Ability to work alone and set priorities.

WORKING CONDITIONS:

- All essential duties are performed indoors within a temperature controlled environment.
- Worker often works alone both with and without directions from supervisor
- Office setting with desk and cubical environment.

SCREENING AND COMPLIANCE:

- The offer of this Colfax County Position requires compliance with the following:
- Employee must successfully complete employment drug screen and background check, no felony, DWI or Domestic Violence Convictions.
- Employee must comply with complete the personnel ordinance and guidelines of the County.

PLEASE SUBMIT RESUME TO COUNTY HUMAN RESOURCES DEPT. IF YOU ARE INTERSTED IN APPLYING FOR THE POSITON, DEADLINE IS MAY 21ST, 2019 BY 4:00 PM.

PO BOX 1498, RATON, NM 87740 OR email bsamora@co.colfax.nm.us OR VISIT OUR WEBSITE www.co.colfax.nm.us

COLFAX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER