

## JOB ANNOUNCEMENT

# Washington County Clerk and Recorder

Is seeking applications for the position of

## Deputy Clerk

Notice is hereby given that the Clerk and Recorder's Office will be accepting applications for a full-time position. The position is available immediately, salary to be determined by the Clerk based on experience and qualifications. Seeking applicants who are self-motivated, energetic and customer service oriented. This position requires general clerical/secretarial experience, willingness to learn, computer skills, a valid driver's license, occasional heavy lifting and must be a very detail orientated individual. Additional training at a state level and ability to obtain certification is also required and will be provided.

Applications are available at the Washington County Clerk and Recorder's Office, 150 Ash Avenue, Akron or online at:

<https://www.colorado.gov/pacific/washingtoncounty/employment-opportunities-8>

**Deadline for application with a resume must be received by the Clerk's Office by 4:30 p.m. Friday January 24<sup>th</sup>, 2020.**

Washington County is an equal opportunity employer.