



GRAND COUNTY HUMAN RESOURCES

308 Byers Ave • P.O. Box 264 • Hot Sulphur Springs • Colorado • 80451
970-725-3347

JOB OPENING ANNOUNCEMENT

TO: Interested Applicants

FROM: Human Resources

DATE: November 23, 2021

RE: **Job Opening – Appraisal Clerk**

Position Information:

Department: Assessor

Full time position

Full benefits position (medical, dental and life insurance; paid leave time; matching retirement plan)

Located in Hot Sulphur Springs, CO

Grade 104a, minimum rate = \$33,861 annual; \$17.37/hour

Position Duties:

Under general supervision performs a variety of clerical, financial and administrative duties in the Assessor's Office. Please see attached class specification for more details.

Position Requirements:

Any combination of education and experience or equivalent to graduation from high school or general education degree (GED), and one year of related experience and/or training. Must possess valid driver license.

Application Submittal Information:

Please provide employment application to Grand County Human Resources, PO Box 264, Hot Sulphur Springs CO 80451 or email to creynolds@co.grand.co.us. For more information, please call Tom Weydert at 970-725-3117. The employment application can be accessed off of the County's website (<https://www.co.grand.co.us/jobs>).

This position is open to current County employees and other interested parties. This notice is serving as the internal and external notification for this position.

Position will remain open until filled.

Attachment