



Grand County HUMAN RESOURCES

Colorado

308 Byers Ave., P.O. Box 264, Hot Sulphur Springs, CO 80451 | 970-725-3047

INTERNAL JOB OPENING ANNOUNCEMENT

TO: Grand County Employees

FROM: Human Resources

DATE: June 23, 2026

RE: **Job Opening – Admin Support II / Personal Property Appraiser**

Position Information:

Department: Assessor

Location: Hot Sulphur Springs, CO

Full-time Position (1950 annual hours)

Full Benefits (medical, dental, and life insurance, retirement plan, paid leave time)

Pay range (1950 annual hours): \$45,084.82 - \$68,194.84 (hiring rate DOQE)

Hiring Incentive: \$5,000.00 (\$2500 paid after 6 months in position, \$2500 paid after 2 years in position).

Position Summary:

This position performs technical clerical duties and property valuations for the Assessor's Office. This role is responsible for maintaining the integrity of ownership records while ensuring all personal property is accurately valued and compliant with Colorado statutory requirements and deadlines. Please see the job description for additional duties.

Position Requirements:

- High school graduate or equivalent.
- Minimum of two years of general clerical experience required.
- Two years of experience in an Assessor's Office or title company preferred.
- Valid State of Colorado driver's license.
- Required coursework within two years of hire (see job description for list)

How To Apply:

Interested candidates should submit a completed Grand County employment application and resume to:

Grand County Human Resources, PO Box 264, Hot Sulphur Springs, CO 80451. Application link:

<https://www.co.grand.co.us/jobs>. For questions about this position, please contact Larry Banman at 970-725-3132 or lbmanman@co.grand.co.us.

Per the Grand County Personnel Manual, Section 4.02, this notice serves as the internal notification for 5 business days for this position. If not filled within this time frame, the position will be posted publicly.

Position will remain open until filled.