



Otero County Clerk & Recorder Department

is seeking to fill the position of

General Office Clerk

- This position is fully trained at the counter for customer service, in issuing Motor Vehicle titles and registration, issuing marriage/civil union certificates, voter registration, and other assigned duties.
- Cashiering and dealing with money are required.
- AA in business or appropriate work experience may substitute for the required degree.
- Requires working knowledge of computers, preferably with Microsoft Office and modern office methods/procedures.
- Bilingual is helpful.
- Starting salary range \$2725-\$2921/month based on experience.
- Apply at the **Colorado Workforce Center, 308 Santa Fe Ave., La Junta.** All applications are processed through the **Colorado Workforce Center.**
- Position is open until filled.
- Not all applicants will be contacted.
- Equal Opportunity Employer

