



QUAY COUNTY GOVERNMENT
300 South Third Street
P.O. Box 1246
Tucumcari, NM 88401
Phone: (575) 461-2112
Fax: (575) 461-6208

EXCITING CAREER OPPORTUNITY

Quay County Assessor's Office in Tucumcari is seeking a committed, career-motivated candidate. Employee will report to the County Assessor and will assist callers and visitors to the office regarding a variety of matters including ownership, legal descriptions, assessed value of land/improvements, personal property, manufactured homes, livestock, complaints or protests and other routine and usual matters. This position will assist with research as necessary and direct callers and visitors to appropriate personnel. All duties will be performed under normal supervision. Employee may be required to work irregular hours, attend job-related meetings, education in field studies and perform other duties as assigned. Other requirements include, but are not limited to: High School Diploma, computer knowledge with Word and Excel Programs, knowledge of appraisal practices preferred.

Salary – DOE Negotiable

Applications for position can be obtained at the Quay County Manager's Office located at 300 South Third Street, third floor of the Quay County Courthouse. The County offers excellent retirement and insurance benefits. Applicant subject to a pre-employment drug test and physical. Position open until filled.