



**Quay County Government
300 South Third Street/PO Box 1246
Tucumcari, New Mexico 88401
Phone: 575-461-0470**

JOB OPPORTUNITY: CLERICAL POSITION IN TREASURER'S OFFICE

Quay County is now accepting applications for the position of Part Time (30 hours/week) Clerical Assistant in the Quay County Treasurer's Office.

Minimum Qualifications:

High School Diploma or GED

Must have a valid Driver's license and no prior DWI's within the last three years

Ability to maintain confidentiality a must

Excellent personal and telephone Customer Service Skills required

Must be able to work with little or no supervision

Must be self-motivated

Must have knowledge of basic business office procedures and equipment, including filing, computer data entry and research: copiers, printers, scanners and calculators

Cash Handling Experience Preferred

Wage: DOE

Applications may be obtained at the County Manager's Office, 300 S. Third Street, and will be accepted until June 28, 2022. Successful applicant will be subject to pre-employment drug testing. Quay County is an Equal Opportunity Employer.

Position open until filled