



Quay County Government
300 South Third Street/PO Box 1246
Tucumcari, New Mexico 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.

The employee will report to the County Assessor and will assist callers and visitors in 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.

Minimum Qualifications/ Requirements:

- High School Diploma/GED Certificate required
- Must have a current Drivers License with no prior DWI's within the last three years
- Computer knowledge with Word and Excel Programs
- Knowledge of appraisal practices preferred
- Must be able to pass a Pre-Employment /Post-Employment drug test

SALARY: \$14.00 Per/Hour

Interested persons may obtain an application at the County Manager's Office, 300 S. Third Street, Tucumcari, NM during normal business hours, Monday -Thursday. Completed applications and resumes must be returned to the County Manager's office by 6 p.m. on August 2,2022 to be considered.

Quay County is an Equal Opportunity Employer.