

The Dolores County Clerk's Office is accepting applications for a full-time employee. This position will be primarily in the bookkeeping and recording department but will be expected to perform all duties within the Clerk's Office, including assisting with everyday motor vehicle transactions, Elections, and issuing Marriage Licenses. To be considered for this position, applicants must possess the following qualifications:

- 18 years of age
- High school graduate or Equivalent
- Excellent customer skills, even in difficult situations
- Meticulous & detailed oriented
- Ability to learn complex law & procedures
- Able to pass a background check
- Proficient in using a computer, all aspects
- Proficient use of Microsoft office programs or equivalent.
- Friendly, good natured and amiable

Because of the nature of this position, applicants must be extremely honest and trustworthy. Much of the information employees have access to in the position is confidential. But in all aspects of this position, discretion is a requirement. References will be checked, and a background check completed before employment begins. Benefits include four-day work week, health, vision & dental insurance, retirement plan after one year of employment, PTO available immediately plus all federal holidays off, semi-monthly pay periods. Starting pay \$29,196 per year. Applications are available online or at the Clerk's Office, during regular business hours. Applications can be returned by email, in person or postal service and resume is encouraged. Applications to be accepted through September 30, 2025

Email: county.clerk@dolorescountyco.gov

Address: 409 N Main St., PO Box 58, Dove Creek CO 81324