



Town of Saguache

Position Announcement – Part Time Office Staff

The Town of Saguache is seeking applications for a part time, 10hrs per week office position. This position is part time and is not eligible for employee benefits. Duties include office related activities such as filing, receiving payments, taking minutes, preparing agendas and board packets and other general office duties. This position will also act in the capacity of the Board of Adjustments Secretary and the Municipal Court Clerk. Work hours will vary depending on Board of Adjustment hearings and meetings and will require one or two evenings per month for Municipal Court. All hours will be completed in the Saguache Town Hall Office. Pay is dependent on experience and will range from \$15 per hour to \$17.11 per hour.

Applicants must submit to a background check and driving record check. Please submit applications by June 9, 2023 by 12PM.

Applications and job description are available online at www.townofsaguache.org , at the Saguache Town Hall or by request via email. Application can be delivered to Town Hall, 504 San Juan Avenue, mailed to Town of Saguache, PO Box 417, Saguache CO 81149 or emailed to Iris Garcia at townclerk@townofsaguache.org. The Town of Saguache is an EOE. For more information, please contact the Town Hall at 719-655-2232.