

PART-TIME POSITION (20hrs / week)  
TREASURER/SUPT OF SCHOOL'S OFFICE  
CARBON COUNTY, MONTANA

POSITION: Secretary Sanitarian Department

JOB DESCRIPTION: Performs administrative support to Sanitarian, performs a variety of clerical and minor administrative duties. Perform receptionist duties, including screening correspondence, telephone calls, and visitors for Sanitarian. Full job description available at <http://co.carbon.mt.us/employment>.

QUALIFICATIONS: Must have office skills including typing, filing, bookkeeping, and operating office machines including computers. Must be able to use a computer to do word processing and database entry. Must have customer service mindset and be able to work well with people.

APPLICATIONS: May be obtained from the Carbon County Clerk and Recorder's Office or online at <http://co.carbon.mt.us/employment>. Applications will be accepted until 5:00 p.m. on Thursday, July 6, 2017 at the Carbon County Clerk and Recorder's office in the Carbon County Administration Building, 17 West 11<sup>th</sup> Street, Red Lodge, Montana or PO Box 887, Red Lodge, MT 59068.

Equal Opportunity Employer

(Publish June 22<sup>nd</sup> and 29<sup>th</sup>, 2017)