

CARBON COUNTY TREASURER'S OFFICE

POSITION: Part Time Clerk

JOB OVERVIEW: The Clerk is responsible for providing assistance in licensing, registration, titling, and property tax services to County residents. Registration and titling procedures can be accomplished at the counter or mail. Must be responsible for individual cash drawer and have the ability to balance said drawer at the end of each day.

PHYSICAL/ENVIRONMENTAL DEMANDS: The position requires frequent periods of standing and sitting and occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. Must be able to lift a minimum of 25 lbs. Position requires knowledge and use of typical office equipment including typewriter, telephone, copiers, scanners, and fax machine. The work atmosphere may be noisy and hectic due to contact with the general public in person, on the phone and drive through window; and the open atmosphere shared with the Clerk and Recorder's office.

SKILLS & ABILITIES: The job requires skill in the use of various databases software and computer systems, accounting, customer service and records maintenance. The job requires the ability to communicate effectively verbally and in writing; securely handling payments; identify and correct data errors; use reference manuals such as the Registration and Title manuals; and problem solve with customers.

Applications may be obtained on the County website co.carbon.mt.us or at the Carbon County Treasurer's office. Deadline for submitting application is 5:00 p.m., Friday, September 27, 2019. Employment will be contingent upon the individual passing a background check.

Equal Opportunity Employer