

**CARBON COUNTY  
FULL TIME POSITION  
CLERK AND RECORDER'S OFFICE**

POSITION: Clerk/Accounts payable in the Carbon County Clerk and Recorder's Office

START DATE: November 2021

JOB DESCRIPTION: Preserves the county's public records; executes the county accounts payable every month as well as processing the required reports monthly and annually; also works with the election administrator to process registered voters and assist with elections. This position requires a working knowledge of county policies and procedures, county records and history, ability to read maps and land descriptions, modern office practices and procedures, accounting and bookkeeping practices, and telephone etiquette.

QUALIFICATIONS: Associates degree in accounting or related field with course work experience and one-year experience; High school diploma or GED and two years related experience in accounting. Ability to work well with the public, meet deadlines, have good organizational skills, computer knowledge, general office skills, and attention to detail. This position requires the successful completion of a background check.

APPLICATIONS: May be obtained from the Carbon County Clerk and Recorder's office or online at <http://co.carbon.mt.us/employment>. Please see reasonable accommodations and employment preference on application. In addition, a cover letter is requested to share how your education, experience, knowledge, skills, and abilities meet the necessary qualifications for this position. Applications will be accepted until 5:00 P.M. on October 22<sup>nd</sup> at the Clerk and Recorder's office in the Carbon County Administration Building, 17 West 11<sup>th</sup> Street, Red Lodge, Montana or P.O. Box 887, Red Lodge, MT 59068.

Equal Opportunity Employer

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