

CARBON COUNTY  
DISTRICT COURT

POSITION: District Court Deputy Clerk, Full-Time (40 hours/week)

JOB SUMMARY: The District Court Deputy Clerk is the official keeper of all District Court records for the County and is responsible for performing a multitude of considerably difficult, wide-ranging clerical duties with accuracy, timeliness and with respect to confidentiality. The records include Adoption, Civil, Criminal, Dependent Neglect, Domestic Relations, Guardianship, Juvenile, Paternity, Probate and Sanity cases. The Deputy Clerk also issues, files and records all county marriage license applications and licenses.

The successful candidate will be subject to a pre-employment drug screen and background check. The background check shall consist of a comprehensive criminal record search, social security number trace and verification, credit report, past employment verification, education verification, and personal and professional reference checks.

APPLICATIONS: Are available at Carbon County Human Resources (17 W. 11<sup>th</sup> St., Red Lodge, MT) or online at <http://co.carbon.mt.us/employment/>. Please include with your completed application a cover letter, resume, and list of both personal and professional references.

This job posting will close at 5:00pm on Thursday, September 22, 2022. Initial interviews will be scheduled for Tuesday, September 27, 2022 and Thursday, September 29, 2022, if necessary.

Carbon County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA.

Rochelle Loyning  
Clerk of District Court

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