

**JOB ANNOUNCEMENT
CARBON COUNTY CLERK & RECORDER**

POSITION: Clerk, Permanent, 40 hours/week, Benefit Eligible

SALARY: \$21.70/hour

PURPOSE OF THE JOB: Assist with maintaining an inventory of historical and current records held in the department. Preserve historical or current records, transactions, and related customer service in accordance with county policies and legal requirements. Work closely with the Administrative Officer to assist with any interoffice support by taking Commissioner and other board meeting minutes. The clerk will clarify and/or correct index information in the current digital records program due to previous conversion.

SCHEDULE: Monday-Friday, 8:30am-5:30pm (1 hour lunch)

APPLY: Application and full job description available at Human Resources (17 11th Street W, Red Lodge, MT) or on the Carbon County website at <http://co.carbon.mt.us/employment/>.

The review of applications will be of those received by Thursday, December 19, 2024, by 5:00pm MST. Interviews will be arranged after review of applications. A cursive writing comprehension test will be administered as part of the interview process. Position will remain open until filled.

Employment is contingent on successful completion of a background check and pre-employment drug screening. Qualified applicants will remain in a hiring pool for a maximum of 12 months.

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.

Macque Bohleen
Clerk & Recorder

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