

BEAVERHEAD COUNTY POSITION DESCRIPTION

POSITION: FULL TIME CLERK

MONDAY – FRIDAY, 8:00AM – 5:00PM

DEPARTMENT: Beaverhead County Treasurer's Office

PURPOSE OF POSITION: This position performs clerical duties by tracking office receipts and disbursements including taxes, motor vehicle registrations, warrants and miscellaneous receipts. Requires attention to detail and accuracy. Requires strict confidentiality and the ability to adhere to sensitive information. Must follow rules and regulations set by Montana Code Annotated and adhere to County policy and procedures.

SUPERVISED BY: Supervision from the Treasurer or Deputy Treasurer in absence of Treasurer.

NECESSARY SPECIAL REQUIREMENTS: The knowledge, skills, and abilities required for the position are acquired through a combination of education and experience equivalent to a high school diploma. Courses in computers, bookkeeping, and general office practices are needed. Must be bondable.

The **deadline** for applications submitted to the Beaverhead County Treasurer's Office is **May 11, 2018**.

TO APPLY:

Download an application from the Beaverhead County's web site.

beaverheadcounty.org/departments/human-resources/

There is a complete position description for the job on the County's web site also.

For additional questions or concerns contact Cathy Hucke at 406-683-5821.

Email the completed application to:

chucke@mt.gov

Or mail the completed application to:

Beaverhead County Treasurer

102 N Washington Street

Dillon, MT 59725