BEAVERHEAD COUNTY POSITION DESCRIPTION

**Position:** Part-time Clerk

Tuesday, Thursday and Half Day Friday, 8:00am – 5:00pm

 Covers Sick and Vacations Also Required To Work Full-Time

 During Tax Season May and November

**Department:** Beaverhead County Treasurer’s Office

**Purpose of Position:** This position preforms 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 **June 1, 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