BEAVERHEAD COUNTY POSITION DESCRIPTION

**POSITION:** Deputy Clerk & Recorder-Full time position

**DEPARTMENT:** Clerk & Recorder’s Office

**PURPOSE OF POSITION:** Responsible for indexing and recording of documents, issuing birth and death certificates, and assisting with a variety of tasks in election management.

**SUPERVISED BY:** Supervision from the Clerk & Recorder or Land Supervisor in absence of the Clerk & Recorder.

**NECCESARY SPECIAL REQUIREMENTS:** The knowledge, skills, and abilities are typically required through a combination of education and experience equivalent to a High School diploma, experience working with the public and computer experience with Microsoft Word, Outlook and Excel. Occupational experience in an office setting, experience in the performance of multifaceted office support or detailed secretarial duties is desired for this position.

The **deadline** for applications submitted to the Clerk & Recorder’s Office is June 15, 2018

**TO APPLY:**

Download an application from the Beaverhead County web site.

Beaverheadcounty.org/departments/human-resources/

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

**Email the completed application along with the supplemental question that is located on page 4 of the job description to:**

[sreynolds@beaverheadcounty.org](mailto:sreynolds@beaverheadcounty.org)

Or mail the completed application to:

**BEAVERHEAD COUNTY CLERK & RECORDER’S OFFICE**

**2 SOUTH PACIFIC #3**

**DILLON, MT 59725**

**ATTENTION: STACEY REYNOLDS**