

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
19-02	January 10, 2019	January 25, 2019

- POSITION:** Clerk II – Treasurer’s Office
- LOCATION:** Big Horn County Treasurer’s Office, County Courthouse, Hardin, Montana
- SALARY:** \$12.60 per hour, plus benefits
- DUTY HOURS:** 8:00 a.m. - 5:00 p.m., Monday-Friday
- MAJOR DUTIES:** Under general supervision, performs a variety of clerical work within the Treasurer’s Office; work varies somewhat but within well-defined standards and procedures. Must possess the ability to meet the public and communicate with understanding, clarity, tact and courteousness; must possess computer skills; physical demands include standing, walking, bending, prolonged sitting, stooping and lifting up to 35#’s (greater with assistance). Other duties as assigned.
- QUALIFICATIONS:** Graduation from high school or equivalent plus two (2) years experience in an office; typing and computer skills required. Bookkeeping experience helpful. Must possess a valid Montana Driver License and must be an insurable driver.
- TESTING:** A written test and oral interview will be administered.
- PRE-EMPLOYMENT TESTING:** The successful applicant must undergo pre-employment drug and alcohol testing.
- DISTRIBUTION:** Countywide
- HOW TO APPLY:** Submit a Big Horn County application to the Human Resources Office, Room 302, Courthouse, or to the mailing address listed above. For application, call (406) 665-9735 or email rjohnson@bighorncountymt.gov.
- DEADLINE:** Applications must be received or postmarked no later than the close of business on the closing date specified above.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.

Publish: January 10, 2019

Bill to: Big Horn County Treasurer’s Office