

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
19-03	January 10, 2019	January 25, 2019

POSITION: Secretary

LOCATION: Big Horn County Environmental Health and Public Health Departments

SALARY: \$12.30 per hour, plus benefits

DUTY HOURS: 8:00 a.m. - 5:00 p.m., M-F

MAJOR DUTIES: Performs a wide variety of secretarial duties; computer skills, filing, and bookkeeping required; keeps financial and operational records; regularly works with limited-distribution and confidential information, including medical information covered under HIPPA. Other duties as assigned.

QUALIFICATIONS: Any combination of training and experience equivalent to graduation from high school PLUS one (1) year secretarial experience. Computer skills and bookkeeping experience required. Must respect and safeguard non-public, confidential information. Must be able to communicate clearly, both written and spoken, and must be friendly, professional, tactful, and courteous at all times. 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 Environmental Health Department