

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
19-25	August 29, 2019	September 13, 2019

POSITION: Secretary to Superintendent of Schools/Elections Clerk

LOCATION: Big Horn County, Montana – headquartered in Hardin, Montana

SALARY: \$12.80 per hour, plus benefits

SCHEDULE: 8:00 a.m. - 5:00 p.m., Monday-Friday

MAJOR DUTIES: Registers teacher certificates; notifies verifies data due; accepts tuition applicants and submits information to each school; serves as a liaison with Home School programs, maintaining records, registration, reporting to State OPI and providing information and appropriate support; assists rural teachers by providing resource information; assists in budgetary and fiscal accountability process and may submit annual trustee's financial reports to OPI; performs routine office functions of typing, filing, and recordkeeping; receives voter registration cards, checks for duplicates, transfers and name changes entering data into Montana Votes, OPI & DOT sites; prepares statutory data reports; assists with spelling bee and other events. Other duties as assigned (job description available on request).

QUALIFICATIONS: Graduation from high school supplemented and one (1) year of experience in office, computer, secretarial skills, and dealing with the public required. Bookkeeping experience helpful. Must complete Election Administration certification within six (6) months of hiring. Must possess a valid Montana Driver License and must be an insurable driver.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

HOW TO APPLY: Submit a Big Horn County application (include driving record, if from a state other than Montana in last three (3) years) 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: August 29, 2019

Bill to: Big Horn County Superintendent of Schools and Elections