

Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

Date: July 21, 2020

Position Title: Library Clerk and Children's Programs

Salary range: \$15.00

Department: Library

Hours: Full-Time

Union Status: Non-Union position

Accepting Applications until September, 18, 2020.

See Job Description for Details.

Function: Under general direction, performs professional and technical library services. Work varies requiring limited independent judgment within prescribed standards and procedures.

Required: Must have High School Diploma or equivalent, some library experience is preferred. Shall obtain a Montana State Library Certification within three (3) years of employment. Possess valid Montana Operator's license.

Special Requirements: N/A

Desired: Two (2) years of work experience preferably work in a library setting and with work. Technology experience is desired.

To Apply:

Submit **County Application, Resume and references** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. Applications and Job description are available online at www.stillwatercountymt.gov. **Late, incomplete or unsigned applications may not be considered.**

Current County employees must also submit a county application and all required documents as described above.

Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014.