

Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

Date: December 10, 2018

Position Title: Administrative Support

Salary range: \$ 12.00 to 13.00 Per hour, plus Insurance and full benefits

Department: Clerk & Recorder/Road

Hours: 30-40 hours per week

Union Status: Non-Union position

Accepting Applications until filled, first review December 21, 2018

See Job Description for Details.

Function: This position performs a variety of general office and clerical duties which require attention to accuracy, detail, and timeliness. Work is performed indoors in an office setting during normal office hours. Position must be able to work with and around others in a work environment that has moderate noise level. Position may on occasions have to work after hours depending on the workload. Position serves as a counter person which involves greeting customers, receiving documents for recording, making copies, assisting with document research, issuing certified copies, copying and reading maps, personally assisting in routing customers to other offices as necessary, preparing and carry out yearly elections, and performs these and many other assigned duties in a courteous and professional manner. Position must become familiar with county roads, subdivisions, mapping techniques, filing, typing, and any other assigned duties.

Required: A High School Diploma or GED, with at least one year of general office experience. Must have experience with computer systems.

Special Requirements: N/A.

Desired: Selected individual must have good customer relations skills; in person, written and telephone. Must have the ability to read maps and legal descriptions. Visual and manual dexterity as well as late hours during elections are also required.

To Apply:

Submit **County Application, references** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. **Late, incomplete or unsigned applications may not be considered.** Applications and information can be found at www.stillwatercountymt.gov. Current County employees must also submit a county application and all required documents as described above.

Stillwater County is an Equal Opportunity Employer. Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014.