

Jefferson County: Jefferson County Sheriff's Office is seeking a permanent, full-time administrative assistant. This position provides clerical and administrative assistance to the sheriff, undersheriff, deputies and all departments of the Sheriff's Office. Manages all correspondence and is responsible for warrant records and validations; position maintains the sex and violent offender registration and coordinates with the DOJ to ensure all records are correct and accurate. Responsible for the billing and assists sheriff and undersheriff with budgeting. Maintains the concealed weapons permit registrations and manages all incoming and outgoing mail. Manages the disposition and dissemination of investigation reports, files, photos and all matters pertaining thereto. This position requires knowledge and experience with modern office management procedures; must have knowledge of financial and accounting practices, Microsoft Office/WordPerfect and use of the internet. Position must maintain strict compliance to confidentiality standards and must communicate effectively orally and in writing with correct grammar and composition. Successful applicant must pass a fingerprint based criminal background check. These skills may be demonstrated through education, experience, training or a combination of all three. High school diploma with experience in general office practices and accounting experience preferred. Starting salary - \$16.42/hour or more, DOE/Q. Please submit a sheriff's office application, cover letter and resume to Kellie Doherty, Human Resource Department, PO Box H, Boulder, MT 59632 by 5pm on September 13, 2019. Sheriff's Office applications are available on the web-site, www.jeffersoncounty-mt.gov or directly from the Human Resource Department, 406-225-4010. Jefferson County is an equal opportunity employer.