

**JEFFERSON COUNTY CLERK & RECORDER's OFFICE:** Jefferson County seeks a qualified person to fill the permanent full-time position of Clerk & Recorder/Election Clerk within the Clerk & Recorder's Office. This position must be able to work well with the public and must have experience with computers and general office work. Experience working in county government is preferred but not required. Position will assist with all procedures relating to elections and the conduct of elections in accordance with procedures and the law. Position must be able to work overtime during elections and have ability to carry large bags and boxes weighing 35 lbs or more. Position will also provide back-up for all other functions and duties within the Clerk and Recorder's Office. Salary DOQ/E but typically starts at Grade 9 - \$15.72 per hour.

Please call Bonnie at (406) 225- 4020 or Kellie at (406) 225-4010 with any questions. County applications can be found on the county web-site at [www.jeffersoncounty-mt.gov](http://www.jeffersoncounty-mt.gov). Please submit a letter of interest, resume, and above-referenced county application to Kellie Doherty, Human Resources, at PO Box H, Boulder, MT 59632. Closing date is August 14, 2017 at 5pm.

Incomplete applications materials will not be processed. Jefferson County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks and structured oral interview. Jefferson County is an equal opportunity employer.