

**JOB TITLE: One Part-Time Clerk position**  
**DEPARTMENT: Mineral County Treasurers Office**  
**SUPERVISED BY: Mineral County Treasurer**  
**WAGE: \$10.00 hour/DOE**

**POSITION RESPONSIBILITIES:**

The Mineral County Treasurer's Office receives payment for taxes and processes motor vehicle transactions for the county. Position requires customer service, cash handling, and computer knowledge, including Microsoft Office and Excel. Typing and 10-key experience is essential and the applicant is required to pass a proficiency test. The applicant must have the ability to learn multiple software programs and be able to switch tasks frequently to meet the needs of customers or deadlines. Strict adherence to confidentiality and reliability is required.

High School diploma or GED equivalent is required and must be bondable.

**JOB TITLE: One Part-Time Administrative Support Assistant**  
**DEPARTMENT: Mineral County MSU Extension Office**  
**SUPERVISED BY: Mineral County MSU Extension Agents**

**WAGE: \$10.00/hour/DOE**

**POSITION RESPONSIBILITIES:**

The Mineral County MSU Extension Office extends research-based information to the public through educational workshops, materials, and appropriate, research-based internet sources. This position performs a variety of technical, administrative and clerical duties in support of Extension programs. Must possess computer knowledge and proficiency in a variety of software for word processing and spreadsheet management. For a complete list of duties, see Position Description.

This person must possess the skills to tactfully and diplomatically respond to a variety of clientele. Must be able to prioritize duties to meet anticipated rush deadlines as required. This person must be a self-starter, motivated, flexible, creative and dependable, and must possess a valid driver's license and transportation. High School diploma or GED equivalent is required.

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**APPLICATION PROCEDURE AND DEADLINE FOR EITHER POSITION:**

A Mineral County job application as well as a full job description is available from the Mineral County Clerk & Recorder's Office located at 300 River Street, Superior, MT 59872 or online at <http://co.mineral.mt.us/departments/human-resources/>. Applicants must submit a completed Mineral County Employment Application form no later than February 1, 2019 at 4:00pm; screening will continue until position is filled.

**EQUAL OPPORTUNITY EMPLOYER**