

NOW HIRING IN MINERAL COUNTY

JOB TITLE: Property Tax & Motor Vehicle Clerk

DEPARTMENT: Mineral County Treasurer's Office

SUPERVISED BY: Mineral County Treasurer

WAGE: \$10.00 hour/DOE plus benefits

HOURS: Full time

POSITION RESPONSIBILITIES:

Position requires computer knowledge including Microsoft Office and Excel; proficiency with 10-Key, detail oriented, accurate, reliable, and confidentiality are essential elements for success.

This position requires the skills to tactfully and diplomatically respond to a variety of clientele and the ability to remain customer focused.

The applicant must be bondable.

High school diploma or equivalent required. Background check required.

APPLICATION PROCEDURE AND DEADLINE FOR POSITION:

A Mineral County Application as well as a full job description is available from the Mineral County Human Resources located at 300 River Street, Superior, MT 59872 or email dterrill@co.mineral.mt.us. Applicants must submit a completed Mineral County Employment Application, test scores for typing and 10-Key, a resume and references. Screening will continue until position is filled.

Equal Opportunity Employer