

EMPLOYMENT OPPORTUNITY

Permanent part time position in the Mineral County Clerk & Recorders/ Elections office.

Wage: \$12.00/hr.

Benefits: Partial benefits

Qualifications include:

Accurate Bookkeeping

Detail oriented

Good Typing and 10-key skills

General knowledge of office machines

Computer knowledge and/or experience

Ability to deal well with stress
and stressful situations

Work well with the public

Available to start work immediately

All other duties as assigned

Applications are available at the Mineral County Human Resource office, Mineral County Clerk & Recorders office or online at co.mineral.mt.us

Interested parties should turn in a completed application to the Mineral County Human Resources office prior to 5:00 pm November 12th, 2021

POSITION OPEN UNTIL FILLED

Mineral County is an equal opportunity employer