

EMPLOYMENT OPPORTUNITY

Permanent part- time position in the Mineral County Clerk & Recorder's/ Election's Office

Starting wage: \$12.00/hr.

Partial Benefits

Qualifications include:

- **Accurate Bookkeeping**
- **Detail- oriented**
- **Good Typing and 10-key skills**
- **General knowledge of office machines**
- **Computer knowledge and experience Ability to deal well with stress and stressful situations**
- **Work well with the public**

All other duties as assigned

Applications are available at the Mineral County Human Resources Office, Mineral County Clerk & Recorder's Office, or online at co.mineral.mt.us

Completed applications must be turned in to the Mineral County Human Resources

Equal Employment Opportunity Employer