

**JOB OPENING:** Fallon County is accepting applications for the position of a permanent full-time **Clerk** in the office of the Clerk & Recorder. This position serves as the Recording Secretary for the Fallon County Commission in addition to providing a high level of department support and customer service within the Clerk & Recorder's office. Performs a variety of clerical functions such as greeting visitors, answering phones and receiving monies. This includes handling sensitive, confidential communications and information requests in the process of researching and recording documents. Serves on the election team. Must hold a high school diploma or equivalent. A minimum of two (2) years of clerical/secretarial experience as well as experience with Word, Excel, meeting minutes and basic accounting are required. Other equivalent combinations of education and experience may be considered. Must possess or be eligible for a Montana driver's license. The successful applicant will be subject to a criminal background and Montana motor vehicle background search. Benefits include but are not limited to Health Insurance and Public Employees Retirement. Fallon County is an equal opportunity employer. We reserve the right to reject any and all applications.

**Closing Date: Friday, December 2, 2016 at 5:00 p.m.;** applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at [falloncounty.net](http://falloncounty.net). Submit applications (resumes optional) to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Julie Straub 406-778-8164.