NOW HIRING: CHIEF DEPUTY CLERK OF DISTRICT COURT

Pondera County is seeking a detail-oriented, organized professional for a full-time position supporting the Clerk of District Court. Responsibilities include maintaining court records, processing legal documents, assisting the public, managing court calendars and jury records, issuing marriage licenses, and handling financial transactions and reports.

Full-time position | Up to 40 hours per week

Qualifications:
High school diploma or GED and four years of varied clerical experience, or an associate degree with law coursework and two years of related experience. Strong computer, communication, organizational and multitasking skills are essential.

Pondera County is an Equal Opportunity Employer.

Submit a Letter of Interest, Resume, and a required minimum of three (3) References to:
Pondera County Commissioners, 20 4th Ave. SW, Conrad, MT 59425.