

9/1/2024

Ad: Civil Clerk / Administrative Assistant

The Pondera County Sheriff's Office is accepting applications for a Civil Clerk / Administrative Assistant position. Pay is \$18.39 per hour for first 90 days probationary period; upon successfully completing first 90 days probation, increasing to \$19.47 per hour; and full per hour pay of \$21.64 upon successfully completing 180 days.

Application, job description, and benefit package available at the Cut Bank Job Service at 501 E. Main St., Cut Bank, MT 59427, the Clerk and Records office at 20 4th Ave. S.W., Conrad, MT 59425 or on our website at <https://www.pondercountymontana.org/employment>.

We will accept applications until the positions are filled.