



An invitation to apply for the position of
Town Clerk
\$ 16.00 - 20.00/hour D.O.Q
 Plus Excellent Benefits
 Estimated Employment Start: June 2019

Stevensville, Montana

Committed to Community, Dedicated to Progress

Nestled in the Bitterroot Valley between the Sapphire & Bitterroot Mountains, Stevensville, Montana, is a thriving and growing community with a small-town charm. Stevensville's affordable housing, growing downtown, and high achieving K-12 public schools, make it a choice destination for families and working professionals alike. Those who crave the outdoors will appreciate Stevensville's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Stevensville is centered between Missoula, Montana's 2nd Largest City offering a diverse culture and recreational opportunities for everyone, and Hamilton the Ravalli County Seat all within a short drive. Stevensville is a fantastic place to put down roots.

- Assembles and distributes Council meeting packets.
- Helps with incoming mail distribution.
- Organizes all ordinances and resolutions of the Town in appropriate books.
- Works to ensure codification of ordinances according to State statute.
- Issues building related permits in the absence of the Building Official in accordance with the Department's policies and procedures.
- Posts, files and tracks all legal notices of the Town.
- Assists in the administration of zoning compliance and regulations and may act in the position of zoning administrator.
- Responds to counter, telephone and citizen inquiries pertaining to the Mayor's Office & Town Clerk's Office

Nature of Work:

The Town Clerk is a full-time support position to the Mayor. The position acts as an administrative assistant to Town Advisory Boards and Commissions.

General Functions:

- Provides information to or researches questions from citizens.
- Attends and takes the minutes for all regular and special meetings of the Town Council.
- Works with the Mayor in assembling and posting the agenda for all Council meetings and other boards and commissions.

Requirements of Work:

- Considerable knowledge of modern office/clerical practices, procedures and methods.
- Considerable knowledge of office management principles and records maintenance procedures.
- Considerable knowledge of grammar, spelling, capitalization, punctuation, and terminology commonly used in office settings.
- Considerable knowledge of City policies and procedures, related regulations, and ordinances.
- Must be able to work both independently and collaboratively.

- Knowledge of office automation software, such as word processing, spreadsheet, and database programs.
- Skill in operating a computer terminal using a standard typewriter-style keyboard and related modern office equipment, such as printers and facsimile machines.
- Ability to learn rapidly the policies, procedures, and activities of the department.
- Ability to maintain complex records and prepare reports there from.
- Ability to perform difficult clerical work with little supervision
- Ability to establish and maintain effective public and working relationships.
- Ability to multi task, prioritize tasks, and work with many distractions
- Knowledge of land use planning and development standards

Behavioral Standards:

Respectful, courteous, and friendly to customers, other Town employees, and Town leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other Town employees. Gets along with co-workers and managers. Positively represents the Town, maintaining the trust Town residents have placed in each of us. Demonstrates honest and ethical behaviors.

Special Requirements:

Must possess a valid State of Montana driver's license and be able to satisfactorily pass a comprehensive background investigation. No felony convictions or disqualifying criminal histories in the past seven (7) years.

Working Conditions and Physical Demands:

Work is performed in a normal office environment with little exposure to outside elements and is sedentary in nature. Duties require the incumbent speak well enough to converse in person and on the telephone. While performing the essential functions of the position, the incumbent is regularly required to walk, stand, bend and sit; use of hands to operate a keyboard, grasp, handle, or feel objects; reach with hands and arms, above the shoulders and below the waist; speak and hear normal speech in person and on the telephone; and lift, carry, push and pull objects. The incumbent must occasionally lift and/or move up to 25 pounds.

Minimum Qualifications:

Graduation from a high school or GED equivalent with specialized course work in general office practices, preference given for municipal experience. Three years of clerical, office support, or data entry experience. Preference will be given for a college degree.

To Apply:

To apply, please send a cover letter, resume, application and 3 letters of recommendation to The Mayor's Office, PO Box 30, Stevensville, MT 59870 or brandon@townofstevensville.com Fax: (406) 777-4284

Your résumé, cover letter, 3 letters of recommendation and application must be received for your application to be complete.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL JUNE 7TH, 2019 AT 5:00pm.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The Town of Stevensville is proud to be an Equal Opportunity / Veteran's Preference Employer

Learn more about the Town of Stevensville at www.townofstevensville.com

