

CARBON COUNTY SHERIFF'S OFFICE IS HIRING FOR A FULL-TIME CLERK

POSITION: CLERK

WAGE: Starting wage will be \$22.14/hour; after successful completion of a one-year probationary period, the salary will increase to \$23.72/hour.

JOB DESCRIPTION: This position provides support to ensure the efficient operation of the Carbon County Sheriff's Office, responsible for assisting with clerical tasks and providing administrative backup for absences.

ESSENTIAL FUNCTIONS:

Assists with administrative and clerical tasks to include, but not limited to:

- Performs general office duties including answering phones, greeting public, and • managing correspondence
- Prepares, reviews, and edits reports, claims and other documents for accuracy and • compliance
- Assist with managing office supplies and ordering inventory
- Maintains files and records (NIBRS – National Incident Based Reporting System)
- Data entry and maintaining databases (SVOR)
- Assists with applying and managing grants, without fiscal responsibility
- Civil Process Clerk. Assists with receiving, processing, and maintaining civil legal documents, such as summons, subpoenas, and protective orders, and entering data into computer systems. Assist with preparing paperwork for service
- Evidence Room / Records Technician duties include storage of physical and digital evidence in a law enforcement setting; maintaining the integrity and chain of custody for evidence, using record management systems; preparing evidence for labs; and ensuring compliance with state and federal laws regarding property and evidence handling.
- Concealed Weapon Permit processing
- Assists in preparing case files for the Discovery process

BENEFITS & SCHEDULE: Full-time employees are eligible for health, dental & vision insurance; county-paid life insurance; and vacation, sick & comp leave after the successful completion of the probationary period. Employer pays up to \$1025 a month per employee toward health insurance premiums for FT employees. Schedule will be Tuesday-Friday, 07:00am-05:00pm.

EXTENT OF PUBLIC CONTACT: This position has daily contact with the public and frequent contact with other county employees through face-to-face contact and via telephone. This position may encounter various types of hazards including criminals and volatile persons.

APPLICATIONS: Application and full job description are available at the Carbon County Sheriff's Office (102 N Broadway, Red Lodge, MT 59068), Human Resources (17 11th Street W, Red Lodge, MT) or on the Carbon County website at <https://carbonmt.gov/discover-carbon-county/careers/>.

The first review of applications will be conducted for those received by Thursday, November 13, 2025, by 5:00 p.m. MDT. Interviews will be arranged after review of applications. Position will remain open until filled.

Employment is contingent on successful completion of a background check and pre-employment drug screening.

Carbon County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA.