

CARBON COUNTY PUBLIC HEALTH IS HIRING FOR TWO (2) CLERKS – FULL-TIME

POSITION: PUBLIC HEALTH CLERK – 2 OPENINGS

WAGE: \$22.14/HR

SCHEDULE: Monday- Friday, 8:00am - 5:00pm (1 hour lunch)

PURPOSE OF THE JOB: The Public Health Clerk are responsible for directly assisting in the maintenance, organization, and reporting of financial records and deliverables for department programs and grants; creating, proofreading, and editing documents; maintaining the department's calendar and schedules; and assisting with miscellaneous tasks and errands as requested by the Director. Will assist in overseeing the billing process for the clinic, assist CCPH staff with patient referral and the follow-up process, assist in patient contact from initial to discharge, be a hub for local resources, and connect community members to those resources. Perform clerical duties including typing, filing, and data entry. In addition, the Clerks will operate office machines including copiers, scanners, phones and voicemail systems, computers, and other standard office equipment, answer phones, and direct calls to appropriate individuals, and prepare messages, manage calendars and schedule meetings, trainings and events.

KNOWLEDGE AND SKILLS: Proficient in the use of all necessary software for Public Health and able to assist other staff with necessary software, including but not limited to Microsoft Word, Excel, Outlook, TEAMS, Monday.com, and JotForm. A solid understanding of office procedures and practices. Experience in bookkeeping and accounting practices. Strong skill set in organization, time management, problem-solving, and strategic planning and scheduling. Ability to maintain high standards of accuracy, confidentiality and integrity. Able to communicate effectively orally and in writing. Must be self-motivated and able to work independently, self-starter.

FISCAL RESPONSIBILITY:

Responsible for assisting with the balance, reconciliation and maintenance of department budget, processing accounts payable receipts and claims, reconciling electronic deposits with the Treasurer's Office to ensure funds are deposited into the correct revenue account and aid in the grant-funds process.

EXTENT OF PUBLIC CONTACT:

Extensive, constant contact with a variety of people, including the public, other staff, contractors, volunteers, visitors, etc.

BENEFITS: Full-time employees are eligible for health, dental & vision insurance; county-paid life insurance; and vacation and sick leave. The positions are subject to a 1-year probationary period. Employer pays up to \$1025 a month per employee toward health insurance premiums for FT employees.

APPLICATIONS: Applications are available at the Carbon County 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, March 26, 2026, by 5:00pm MST. Interviews will be arranged after the review of applications for April 10th, 16th and/or 17th. 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.