

BEAVERHEAD COUNTY ELECTION ASSISTANT/DEPUTY CLERK

POSITION: Election Assistant/Deputy Clerk

DEPARTMENT: Election Office/Clerk & Recorder's Office

RESPONSIBILITIES: The Election Assistant/Deputy Clerk & Recorder is responsible for processing voter registrations, assisting with the preparation for and conduction of elections, the coordination of election judge training, and other duties associated with the election process. The Election Assistant/Deputy Clerk & Recorder will assist in preserving the records of the county, including deeds, mortgages, surveys, birth and death records, and other documents.

SUPERVISION: Supervised by the Clerk & Recorder/Election Administrator

NECESSARY REQUIREMENTS: This position requires skill in data entry, filing, and mailing procedures and experience using office equipment including copiers, scanners, and phone systems. Candidates must have experience using software including Microsoft Word, Outlook, and Excel; a thorough knowledge of these is preferred. Attention to detail, adherence to standards of confidentiality, courteous customer service skills, and the ability to maintain composure in tense situations are required. The successful candidate can expect it to take up to two years to be fully trained.

Position open until February 6, 2026 or until filled.

**FOR A DETAILED JOB DESCRIPTION, APPLICATION AND
SUPPLEMENTAL QUESTION, PLEASE GO TO:**

<https://beaverheadcountymt.gov/human-resources/>

**PLEASE SUBMIT COMPLETED APPLICATION,
SUPPLEMENTAL QUESTION, RESUME &
THREE REFERENCES TO:**

STACEY REYNOLDS

BEAVERHEAD COUNTY CLERK & RECORDER'S OFFICE

2 S PACIFIC ST #3

DILLON, MT 59725

sreynolds@beaverheadcountymt.gov