Motor Vehicle Clerk

Yellowstone County
Equal Opportunity Employer

Yellowstone County encourages applications from diverse candidates and candidates who support diversity.

Posting Date:  August 31, 2022
Salary:  $15.27/hour
Department:  Motor Vehicle
Grade:  C
Hours:  Monday - Friday 8:00am-5:00pm
FLSA:  Non-Exempt

For Fast-Track processing, send resume through Indeed or apply online at www.yellowstonecountymt.gov
First Review of applications September 14, 2022
Position open until filled.

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FUNCTION:
Greets and assists customers at the counter in completing transactions to obtain motor vehicle titles and processes Motor Vehicle Department transactions.

MINIMUM QUALIFICATIONS:
- Graduation from high school or GED; and
- One (1) years’ experience in the performance of secretarial duties, including visitor reception tasks and the maintenance of records and files; or
- Any equivalent combination of experience and training.

SELECTION PROCESS MAY INCLUDE:
- Background checks are required prior to granting access to Motor Vehicle Division system.
- Applicant must pass a background check, which will include, at a minimum, both a fingerprint-based, multi-state criminal background check and a National Sexual Offender Registry check.

CERTIFICATIONS:
- Notary Public licensed by the State of Montana, if appropriate.

Job description available upon request.

TO APPLY:
Accepting applications until position is filled.
1. County Application
2. Names, addresses and phone numbers of three (3) employment-related references
3. Resume

To:  Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT.  Late or incomplete materials will not be considered.
Apply online or download application at www.yellowstonecountymt.gov  Be sure to include your resume.
Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.  NOTE:  If this position becomes available within 90 days the same applicant pool may be considered.