

The Custer County Clerk
is accepting applications for
a Deputy Clerk to work in the Clerk's
Office with a variety of duties. This
position is part time position with a
possibility of full time.

Starting pay depends on experience.

Some travel
and evening meetings may apply.

A Job Description is available at the
Custer County Clerk's Office or on the
County Website www.co.custer.id.us

There is a probation period

You may direct questions to
lbaker@co.custer.id.us

A resume' with cover letter
requested. Please deliver the same
to the Custer County Clerk's Office
801 E. Main Avenue
Challis, Idaho

Position Open Until Filled

Custer County is an Equal Opportunity Employer
We accord a preference to veterans of the U.S. Armed
Services in cases of equal qualifications for available
positions.

CUSTER COUNTY
CLERK OF THE DISTRICT COURT
EX-OFFICIO AUDITOR RECORDER
PO BOX 385
CHALLIS, ID 83226
(208) 879-2360
(208) 879-5246 (fax)

Re: Custer County Clerk's Office Job Offering

Below is a brief overview of the many duties assigned to the Clerk's Office. Employees of the office are not expected to learn every job however all employees are cross trained on several activities.

The County Clerk's position is very diverse. Clerk of the District Court, Auditor, Recorder, Clerk of the Board of County Commissioners, and Chief Elections Officer of the County are assigned by statute. The County Clerk also oversees County Assistance.

This Job offering may include but is not limited to Elections along with General Bookkeeping Procedures and Recording.

This position requires providing effective customer service, general clerical support and records maintenance as well as answering phones. The individual must be comfortable operating computers, scanners and printers as well as Microsoft Office and faxes and certain internet programs

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