

**Office Clerk
(Payroll, Recording, Accounts Payable)**

Blaine County has an opening in the Clerk and Recorder's Office for an Office Clerk (Payroll, Recording, Accounts Payable). Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED (Application Review on Friday, October 2, 2026).**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY POSITION DESCRIPTION

POSITION: Office Clerk
(Payroll, Recording, Accounts Payable)

DEPARTMENT: Clerk & Recorder's Office

ACCOUNTABLE TO: Clerk & Recorder

DATE: September, 2026

SUMMARY OF WORK:

The Office Clerk is responsible for a variety of payroll duties, as determined by the Clerk and Recorder. Maintain budgetary accounting and expenditure records, data entry; maintain bookkeeping records; prepare financial records and reports. Responsible for accounts payable, maintain vendor list, process claims and checks with accuracy. Other responsibilities include waiting on customers and assist in recording and filing of documents as needed, required to issue birth and death records, collect and receipt fees, balance daily transactions. Assist with indexing archived documents into the computer. Assist with all other office duties when required.

During election cycles this position will be asked to assist with all aspects of the election process. Maintain close and cooperative working relationships with supervisory personnel, other office personnel, all County departments, and the public.

You are expected to display good interpersonal skills as you will interact with clients from various departments and executive levels. You are to listen to their technical needs, understand their problems and implement solutions for them.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or equivalent. (GED)
- Experience in secretarial practices and office procedures and in use of computers, office machines, and basic bookkeeping.
- Knowledge and use of Montana Codes Annotated (MCA)

JOB CHARACTERISTICS:

Nature of Work/Abilities: The Office Clerk performs professional duties requiring frequent contact with county officials and county employees for payroll information and must maintain absolute confidentiality of sensitive information. Breach of confidentiality laws will result in immediate dismissal from the Clerk and Recorder's office. Will be required to work overtime hours during election cycles and occasionally at other times specified by office workload.

This position requires knowledge of various types of legal documents and laws pertaining to their reception and recording. Process Certificate of Surveys from original receipt through filing with knowledge of Certificates of Survey laws. Title and abstract work, subdivision regulations and legal land descriptions is also essential.

Work is generally performed in an office setting. Requires the ability to learn and retain substantial laws relative to the subject matter and be able to research the law when necessary. Position must be able to work extremely well with the public and work with frequent interruptions. There are extended periods of sitting when using computer, telephone, and other office equipment. There may be stretching, bending, some lifting and climbing stairs. Hazards of the position include heavy lifting of boxes, books, and equipment.

Personnel Contacts: Must work daily in close proximity within the office area. Continuous and harmonious interaction with other office employees is necessary and required. This position requires contact with the public at the counter and in the office. There is frequent interaction with other county departments, law offices, title companies, financing institutions and vendors.

Supervision Received: The Office Clerk receives supervision as needed from the Clerk & Recorder and other office personnel.

Essential Functions: This position requires:

- Public speaking & relations
- Operation of a computer and other office equipment
- Operation of a motor vehicle and travel.
- You may need to be on your feet for extended periods of time
- Learn and read legal descriptions.

JOB REQUIREMENTS, ACCOUNTABILITY AND PERFORMANCE:

The successful applicant must be able to perform the following with or without reasonable accommodation:

- Accurately prepare and submit reports.
- Keep employees informed on benefit programs and issues.
- Perform basic office duties as directed by the Clerk and Recorder.
- Accurately determine account payable invoices are accurate, getting appropriate department head to approve their claims. Make sure Procurement Documentation is attached to necessary claims.
- Responsible for the correct BARS accounting codes applied to each claim.
- Review budgets to verify that there are adequate funds in the accounts.
- Execute claim checks process.
- Timely and accurately record and file documents.
- Demonstrate the knowledge, skills, and abilities necessary to perform work satisfactorily.
- Completeness, accuracy, neatness, timeliness, competence, and efficiency of work.
- Effective communication and professional skills, being consistent and fair with employees, Elected Officials, Supervisors, and public.
- Maintain a good department image and morale.
- Adhere to County Policies.
- Maintain confidentiality, discretion, and accuracy in all aspects.
- Competently assist with Elections
- Demonstrate punctuality and observe work hours.

Working Conditions: Duties are primarily performed in an office environment while sitting or standing at a desk or computer terminal. Some physical effort, including lifting, is required. The Office Clerk must have visual, physical, and technical ability to independently use a computer, photocopier, scanner, and fax machine; requires occasional stooping, kneeling, crouching; requires regular standing, walking, sitting, talking and hearing. Limited automobile driving and overnight travel required.

Office Clerk
(Payroll, Recording, Accounts Payable)
Position Fact Sheet

Work Week:	Monday – Friday, 8:00 – 5:00. Modification of the work week is at the discretion of the supervisor.
Salary:	\$26.31 per hour: \$54,724.80 annually ***85% is for the first six (6) months: \$22.36 per hour ***90% is for month 7 to 12: \$23.68 per hour
Health Insurance:	County contributes \$1,500.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 9.07% Contribution by County
Vacation Leave:	Employee earns .0577 per hour(s) worked. Eligible for use after 180 days of continuous employment.
Sick Leave:	Employee earns .04615 per hour(s) worked. Eligible for use after 90 days of continuous employment.
Probationary Period:	Twelve (12) Months