

Bottineau County Auditor's office is seeking to hire a full-time Auditor's clerk. Applicants must be able to communicate effectively with members of the public, handle multiple tasks, prioritize importance of work, and meet deadlines in a timely manner. Work involves working with legal descriptions (deeds), occasional payroll, operation of various software programs and standard office equipment. This position is responsible for processing routine billings and payments, maintaining basic bookkeeping records, preparing recurring reports, and assisting the Auditor with election process, game and fish activities, commission reporting and other duties within the office. Must be detail oriented and possess a minimum two years experience working in an office environment. A complete job description and application is available at the Bottineau County Auditor's office and the county website at www.bottineauco.com. Interested applicants must return completed application to the Auditor's Office. Please include resume with application. EOE. Position will remain open until filled.