

POSITION OPEN: Full-time office deputy position available in the Billings County Auditor/Treasurer office.

QUALIFICATIONS: Applicant must possess technological skills and have sound knowledge of Word, Excel, and Outlook, along with working knowledge and experience in computerized accounting and payroll. Billings County uses a payroll/accounting/tax program that is unique to county government; therefore the ability to learn new computer programs quickly and easily is a necessity. Knowledge of governmental accounting and taxation would be a plus. Applicant must have the ability and the motivation to learn and to apply learned concepts in a timely professional manner. Applicant must possess a high degree of written and/or verbal communication skills in dealing with other employees, clients, and the general public, and the ability to handle multiple duties and priorities under limited supervision. Must be detail oriented, efficient, and accurate with numbers while meeting deadlines and maintaining confidentiality. Billings County offers a competitive salary commensurate with experience, accompanied by an excellent benefits package. Starting wage ranges from \$19-24/hour, depending on qualifications. Qualified applicants should send resume to: Billings County Courthouse, Attn: Marcia Lamb, PO Box 168, Medora, ND 58645-0247 or email to [mdlamb@nd.gov](mailto:mdlamb@nd.gov). Application deadline is Friday, October 26<sup>th</sup>, 2012, or until filled. Billings County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in its hiring practice.