VACANCY ANNOUNCEMENT
City of Miles City
An Equal Opportunity Employer

Date Issued:	September 17, 2019
Job Title:	Deputy City Attorney
Department:	Legal
Collective Bargaining Unit:	None
Usual Work Days and Hours:	Part Time – 16 Hours; Wednesday & Thursday
Base Rate of Pay:	$3,000/monthly
Classification:	Exempt
Expected Start Date:	To be determined
Recruitment Open to:	External Applicants
Principal Duties:	Please review the attached job description.
Minimum Qualifications:	Please review the attached job description.
Application materials required:	Resume & cover letter
Selection Process:	Selection procedures to be used in evaluating applicant qualifications may include, but are not limited to, an evaluation of application materials; a structured interview; and reference checks.
Offer of Employment:	Employment is offered contingent upon the successful completion of a criminal background check.
Reasonable Accommodations:	Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to complete in the recruitment & selection process, to perform the essential functions of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need such accommodation, contact the Human Resources Office at 874-8601.
Recruitment closes:	Open Until Filled