



# City of Miles City

## VACANCY ANNOUNCEMENT

### An Equal Opportunity Employer

**Date Issued:** August 19, 2021

**Job Title:** Deputy City Court Clerk  
**Department:** Judicial – City Court

**Work Days and Hours:** Monday – Friday, 20-hour work week

**Base Rate of Pay:** \$14.28/hr. (Probationary Wage)  
\$15.12/hr. (Base Rate after 6-month Probation)

**Length of Probation** 6 months

**Classification:** Part-time, non-exempt

**Anticipated Start Date:** Unknown

**Recruitment is Open to:**  Internal Transfer Applicants Only  
 External Applicants  
***[X] Internal & External Applicants***

**Collective Bargaining Unit:** ASCME 283A

**Principal Duties:** Please review the attached position description.

**Minimum Requirements:** Must meet the minimum qualifications as outlined in the attached position description. All positions with the City are offered on a contingent basis pending a successful Background Check Investigation.

**Application Instructions:** Please complete Miles City Employment Application Material

**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 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:** Thursday, August 26, 2021 @ 5:00 p.m.