

# BINGHAM COUNTY

## Blackfoot, ID

### POSITION VACANCY

November 11, 2024

Position: Clerical Assistant Treasurer Office

Salary: \$12.28/hour  
Part – time On Call up to 19 hours per week  
Hours are usually in December and June  
No County benefits

Closing Date: Open Until Filled

#### **Primary Function**

The principal function is to perform a variety of clerical duties. This position performs administrative work assisting the Elected County Treasurer and Chief Deputy. Job duties include processing incoming and outgoing mail and posting payments. Performs other related duties as required. The work is performed under supervision of the Elected Treasurer.

#### **Acceptable Experience/Training**

- High school diploma or GED equivalency is required and business office training is preferred.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **How To Apply**

Send your County application (see County website: [www.binghamid.gov](http://www.binghamid.gov), HR section), and résumé to the Bingham County Department of Human Resources, 501 North Maple #202, Blackfoot, Idaho 83221; fax information to (208)782-2681; or email to L. Pope: [lpope@binghamid.gov](mailto:lpope@binghamid.gov)

Bingham County is an Equal Opportunity Employer