HELP WANTED

The Town of St. Ignatius is seeking applicants for the position of clerk/treasurer and court clerk. The position is full-time, with the option for part-time. Position responsibilities include processing payroll, accounts payable, accounts receivable, taking minutes for council meetings, entering traffic citations, and other needed court work. Wage depending on experience. For a complete job description, please email Mary Leishman at clerk@townofstignatius.com. Interested parties should send a letter of interest and application to City Hall, PO Box 103, St. Ignatius, MT 59865. Application can be acquired from Job Service. The job will remain open until filled.

Mary Leishman

Clerk-Treasurer