



# CareerOneStop Job Finder Detail

<b>Job Title</b>	Clerk of District Court Temp
<b>Company</b>	ROOSEVELT COUNTY - WOLF POINT
<b>Federal Contractor</b>	No
<b>Location</b>	Wolf Point, MT
<b>Date Posted</b>	07/20/2024

## Description

The general duties of the Administrative Assistant include: Keeper of all District records for the county and is responsible for performing a multitude of considerable difficult, wide-ranging clerical duties with accuracy, timeliness and with the respect to confidentiality. These records include Adoption, Civil, Criminal, Dependent Neglect, Domestic Relations, Guardianship, Juvenile, Paternity, Probate and Sanity cases.

For a complete job description please contact the Roosevelt County Commissioners

To apply: Mail or leave resume at the Roosevelt County Commissioners Office

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<https://www.careeronestop.org/Toolkit/Jobs/find-jobs.aspx>

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