

**OFFICE CLERK POSITION WITH FREMONT COUNTY CLERK'S OFFICE**

**DEPUTY CLERK POSITION: Full Time - Starting Pay: \$30,000 annually.** Full benefit package. Job duties to include office work in a fast paced environment in the vehicle title and land records office within the Clerk's office.

Position requires: Excellent written and oral communication skills. Quick learner, flexibility in job duties, knowledge of Word and Excel. Above average computer knowledge is required. Ability to lift 50 pounds required. Proficiency tests may be required. High school diploma or GED equivalent required. Completed job application and resume must be received in the County Clerk's Office (County Courthouse in Lander, 450 North 2<sup>nd</sup> Street, Room 220) no later than **Wednesday, April 28, 2021 at 5:00 p.m.** Applications may be picked up at the County Clerk's Office or the Wyoming Workforce Service Centers in Lander and Riverton. The position is open until filled.

Background check will be required if applicant receives an in-person interview.

Fremont County is an equal opportunity employer.