



JOB OPENING: DEPUTY CLERK/TOWN OF ENNIS

The Town of Ennis has a full-time position opening in the office. The position includes, but is not limited to, Utility Clerk (Management of the water and sewer accounts for the Town of Ennis), Business and Dog Licenses, Clerk of the Commission (Attendance @ meetings, minutes of the meetings, legislative assistance with Ordinances and Resolutions, etc.), Website updates, submitting adopted legislation to Codifiers, administrative assistance for the Police Dept. (ie, Fingerprinting) and assisting the Clerk/Treasurer with other administrative and financial matters such as payroll, deposits and reconciliation of accounts.

Applications may be picked up at Ennis Town Hall during normal business hours or obtained on the Town of Ennis Website; www.ennismontana.org under Departments/Employment. Applications and resumes may be dropped off at, or sent to, Ennis Town Hall/Deputy Clerk, 328 W. Main Street, Ennis, MT. 59729 or emailed to gingerg@ennismontana.org.

Wage will be dependent on experience. Benefits include: vacation time, sick time, retirement plan and Health Insurance. Applications will be accepted until the position is filled. Questions regarding the position may be directed to Ginger Guinn, Clerk/Treasurer @ 406 682-4287, email: gingerg@ennismontana.org

Nici Haas
Mayor, Town of Ennis