



Town of West Yellowstone, Montana Job Announcement

Position Title	Deputy Clerk/Permit Technician
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The Town of West Yellowstone is a dynamic community of 1,300 residents with a daily summer population of up to 12,000 and is seeking applicants for Deputy Clerk/Permit Technician. This is a non-exempt, regular full-time status position. The position is represented by the Montana Federation of Public Employees (MFPE).

General Duties

Under general supervision of the Town Clerk/Human Resources Director, performs routine staff and board support duties, assists in maintenance and preservation of Town records, provides information to citizens about Town functions and activities, and assists in development review, code enforcement and issuing permits and licenses.

Acceptable Experience and Training

- High School Diploma/GED; and
- Considerable (3 to 5 years) increasingly responsible administrative experience including some secretarial experience; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Valid Drivers' license
- Must have or be able to obtain Certified Municipal Clerk (CMC) training certification within five (5) years of appointment.
- Be or become a Notary for the State of Montana within six (6) months of hire.

Preferred Qualifications

- Associate or bachelor's Degree in relevant field.
- Previous municipal, governmental, or private sector experience in planning, building, administrative support, or code enforcement.

Wage and Benefits

Wage: \$27.18 hourly, plus \$1.00/hour after successful completion of the first six months of a 12-month probation as determined by the current union agreement, plus benefit package (Vacation, Sick Leave, paid holidays, 75% contribution for family health/dental/vision coverage, and participation in the Montana Public Employees Retirement System-PERS.)

Additional Information

- For application form or detailed position description, please contact the Town of West Yellowstone Town Office- 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT 59758, call 406-460-7795, or visit <http://www.townofwestyellowstone.com>
- This position is open until filled, priority will be given to applications received prior to 5:00 pm on April 25, 2025.
- Applications that are incomplete or unsigned as of the closing of the vacancy will not be considered in the selection process.
- The Town of West Yellowstone is an EEO/ADA employer. Women, minorities, and persons with disabilities are encouraged to apply.
- The Town of West Yellowstone has enacted a Drug and Alcohol-Free Workplace testing policy. This policy includes pre-employment and for-cause drug and alcohol testing. A copy of this policy is available to the general public for review.
- Town employees are subject to a residency policy.
- Applicants are encouraged to read the full position description for other responsibilities and essential functions. Positions are contingent upon annual budgetary consideration by the Town Council.

Application Procedure

Please provide the following:

1. A cover letter addressing qualifications for the position.
2. A completed and signed Town of West Yellowstone application (www.townofwestyellowstone.com).
3. A current resume.
4. Any additional supporting documentation relating to your application

Submit to: Town of West Yellowstone
440 Yellowstone Avenue
PO Box 1570
West Yellowstone MT 59758

info@townofwestyellowstone.com



Town of West Yellowstone, Montana

Class Title	Deputy Clerk/Permit Technician
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General Statement of Duties

Under general supervision of the Town Clerk/Human Resources Director, performs routine staff and board support duties, assists in maintenance and preservation of Town records, provides information to citizens about Town functions and activities, issues permits and licenses, and assists with development review and code enforcement.

The job description is intended to be a general overview of the responsibilities and duties in this position. Please note that the specific tasks and responsibilities associated with this role may evolve or change from time to time based on the needs of the organization and may not be reflected in an amended job description.

Distinguishing Features of the Position

The principal function of the Deputy Clerk is to assist the Town Clerk in all the areas of responsibilities as mandated by law and as otherwise requested by a supervisor. As Deputy, the employee may be required to act for and on behalf of the Town Clerk. Independent action may be required when questions arise and the Town Clerk is not available for consultation.

The principal function of the Permit Technician is to provide administrative support related to permit applications, zoning compliance, and other Town licensing.

The principal duties of this class are performed in an office environment, but occasional field work and site inspections may be required.

Examples of Essential Work (Illustrative Only)

- Answers calls, general emails, and other general public inquiries.
- Drafts and responds to routine and general correspondence; composes and prepares letters, emails, memoranda, and reports pertaining to government functions.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Assists the Town Clerk and other Town Departments with record keeping and filing.
- Ensures that forms, applications, contact information, etc. are up to date.
- Receives, reviews and assists in issuing Town permits including but not limited to zoning permits, sign permits, special event permits, business licenses, etc.
- Provides technical assistance and answers questions about permit and license application process.
- Coordinates with other Staff members and distributes information related to permit applications.
- Conducts policy and other general research.
- Works with the Town Manager and Town Clerk on external public relations/communication.
- Website/Social media maintenance and updates.
- Provides a backup to the non-confidential functions of the Town Clerk.
- Liaison with Town boards (Keeping records, sending notices, agendas, and minutes).
- Assist with employee recognition and wellness.
- Update and maintain shared drive.
- Maintains a database of issued gas cards, cell phones, and other town equipment.
- Create and maintain a master key plan.
- Assists with coordinating travel and training.
- Cross train and provide back up for Finance Clerk.
- Assists with maintaining cemetery records.
- Assists in collection and transmittal of data to Town Clerk for Council's agenda packets prior to each regularly scheduled Town Council meeting.
- Prepares and distributes informational materials and advertisements.
- Prepares meeting packets and agendas for distribution of assigned meetings.
- Reserves and schedules meeting or conference rooms and arranges for necessary audio-visual equipment.
- Operates modern office machines and equipment including computers, printers, copiers, calculators, and fax machines; routinely uses a full range of word processing and spreadsheet computer software applications.
- As assigned, attends and participates in staff meetings and related activities; attends workshops, conferences, and classes to increase professional knowledge.
- Occasionally assists other departments with administrative support, as assigned.
- Performs other duties consistent with the role and function of this classification as needed by the Town Clerk and Town Manager.
- Other duties and special projects, as assigned.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of modern office procedures, practices, methods and equipment including computer equipment and applicable software programs.
- Thorough knowledge of modern filing systems and procedures.
- Thorough knowledge of effective research tools and methods, including the use of the internet.
- Thorough knowledge of principles and practices of writing including standard composition and proper grammar.
- Intermediate knowledge of local government and its operating departments.
- Intermediate knowledge of principles and procedures of recordkeeping.
- Intermediate knowledge of the principles and techniques used in dealing with the public and conflict resolution.
- Basic knowledge of principles and practices of fiscal, statistical and administrative data collection and report preparation.
- Basic knowledge of the practices used in minute taking and preparation.
- Ability to understand and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Ability to understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Ability to respond to inquiries and requests for information from the public and Town personnel regarding policies and procedures.
- Ability to establish and promote effective working relationships with the Town Manager, Town employees, the Town Commission, business and community organizations, and the general public.
- Ability to effectively deal with difficult people in diplomatic and professional manner.
- Ability to handle confidential and administrative information with tact and discretion.
- Ability to perform responsible and difficult support work involving the occasional use of independent judgment and personal initiative.
- Ability to analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- Ability to prepare correspondence, memoranda, and minutes of meetings.
- Ability to prioritize work schedule and complete assignments with short notice.
- Ability to take accurate notes and prepare accurate meeting minutes within established timelines.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Demonstrates appropriate levels of initiative and independent judgment.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Exercises good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establishes, maintains and fosters positive and harmonious working relationships with those contacted in the course of work.

Acceptable Experience and Training

- High School Diploma/GED; and
- Considerable (3 to 5 years) increasingly responsible administrative experience including some secretarial experience; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Valid Drivers' license
- Must have or be able to obtain Certified Municipal Clerk (CMC) training certification within five (5) years of appointment.
- Be or become a Notary for the State of Montana within six (6) months of hire.

Preferred Qualifications

- Associate or bachelor's Degree in relevant field.
- Previous municipal, governmental, or private sector experience in planning, building, administrative support, or code enforcement.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within a general office environment.

By signing this statement, I, the employee, acknowledge my respective job description has been received and that I have read this document and understand what is expected from me as an Executive Assistant for the Town of West Yellowstone, MT.

Signed: _____

Date: _____

Print Name: _____

Position: _____

Effective Date of Employment: _____

Attest:

Supervisor: _____

Date: _____



EMPLOYMENT APPLICATION

TOWN OF WEST YELLOWSTONE, MT

P.O. BOX 1570

West Yellowstone, MT 59758

info@townofwestyellowstone.com

Notice To Applicants

We welcome you as an applicant for employment. It is the policy of the Town of West Yellowstone to consider applicants for all positions without regard to race, ancestry, color, religion, creed, sex, national origin, age, marital status, political beliefs, veteran/military, genetic information, sexual preference, or the presence of a non-job related medical condition or physical/mental disability or any other legally protected status unless related to a bona fide occupational requirement. A separate application, resume and other supporting documentation must be submitted for each job vacancy as required by the job posting.

POSITION APPLIED FOR: _____

DEPT: _____ DATE: _____

PERSONAL INFORMATION

Last Name: _____ First: _____ Middle: _____

PRESENT ADDRESS: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Email Address: _____

List other names, if any, used on employment or education records: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

☐ No Yes If yes, please explain: _____

Are you 18 years or older? ☐ No Yes

Please provide the earliest date that
you are available for work? _____

Have you ever been convicted of a felony? ☐ Yes ☐ No Yes If yes, describe in full – give dates: _____

[Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements]

Have you ever worked for or are you currently working for the Town of West Yellowstone?

If yes, please give dates: From: _____ To: _____

Department: _____ Prior position: _____

Reason for leaving: _____

Do you have any relatives working for the Town? ☐ Yes ☐ No

If yes, please give their name(s): _____

EDUCATION

High School:

Name: _____ Address: _____

Did you graduate? ☐ Yes ☐ No

Diploma or GED: _____

College:

Name: _____ Address: _____

Course of Study: _____ Last year completed: _____

Did you graduate? _____

List Diploma or Degree: _____

Other (specify):

Name: _____ Address: _____

Course of Study: _____ Last year completed: _____

Did you graduate? _____

List Diploma or Degree: _____

SPECIAL SKILLS

Special Skills Relating to The Position You Are Applying For: (clerical skills, heavy equipment operating skills, etc.):

DRIVER LICENSES

Do you have a valid Driver's License? ☐ Yes ☐ No State: _____

Number: (optional) _____ Expiration Date: _____

Do you have a Commercial Driver's License? _____ If yes, specify: Type: _____

Class: _____ Tank: _____

Endorsements: Hazardous Material: _____ Passenger: _____

Airbrakes: _____ Other (specify): _____

OTHER LICENSES or CERTIFICATES (CPA, Water Treatment, Boiler Operator, etc.)

Name of Licensing Agency: _____ Address: _____

Type of License: _____	Endorsement/Restriction (if applicable): _____
Date Licensed: _____	Date Expires: _____
Name of Licensing Agency: _____	Address: _____
Type of License: _____	Endorsement/Restriction (if applicable): _____
Date Licensed: _____	Date Expires: _____
Name of Licensing Agency: _____	Address: _____
Type of License: _____	Endorsement/Restriction (if applicable): _____
Date Licensed: _____	Date Expires: _____

EMPLOYMENT HISTORY

Instructions: Begin with your present or most recent job and list your work experience with emphasis on experience that is relevant to the position for which you are applying. Include military service and any volunteer work which has provided experience that would help you qualify. If the space below is not adequate, you may respond to this section on a separate sheet of paper. **This information must be completed even if a resume is submitted.**

NOTICE TO APPLICANTS: Information that you provide on this application is subject to verification. Previous employers may be contacted as references and for verification.

May we contact your current employer? ☐ Yes ☐ No

CURRENT EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

EMPLOYMENT HISTORY

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

REFERENCES

List three (3) references, excluding relatives, who have knowledge of your ability to perform this job:

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

AUTHORIZATION TO RELEASE INFORMATION

1. As an applicant for a position with the Town of West Yellowstone, I am required to furnish information which this agency may use in determining my qualifications. I hereby expressly authorize release of any and all information which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested. I authorize the use of duplicated copies of this document to serve as the original.
2. I acknowledge that I may have to submit to a drug and alcohol test prior to employment if required by the Town of West Yellowstone Drug-Free Workplace and Pre-Employment Drug Testing Policy. I further acknowledge that a negative drug test result and remaining drug free are conditions of my employment.
3. For the purpose of in-house security, I consent to a background and security investigation prior to employment.
4. I certify that the foregoing answers, and all supplemental documents are correct and that false information may disqualify me from employment with the Town of West Yellowstone, and may result in dismissal if employed. I understand that employment may be contingent upon satisfactory completion of a physical examination showing that I can adequately perform job-related functions. If employed by the Town of West Yellowstone, I will abide by the Town's Policies, Practices, and Procedures.

I have read and agree with the above statements. If applying on-line, I authorize electronic submission of this document to serve as the original.

Signature: _____ **Date:** _____

EMPLOYMENT PREFERENCE ACTS

Name: _____

Position Applied For: _____ Department: _____

If you are claiming preference under the **Veterans' Public Employment Preference Act** or the **Persons with Disabilities Public Employment Preference Act**, complete the following. The appropriate documentation must be attached to claim employee preference. Veteran's Employment preference provides the addition of 5 percentage points or 10 percentage points to the applicant's score when a numerically scored selection procedure is used. Contact your local Job Service for details on veterans' preference. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services (PHHS) for details on obtaining persons with disabilities preference certification.

If you claim Preference, **documentation must be attached**. Please check which attachments you have included:

☐ DD-214 ☐ PHHS Disability Certificate ☐ Other

To claim **Veterans' Employment Preference**, you must be a U.S. Citizen and (check ONE of the boxes below):

- ☐ **A Veteran, if**
1. You have been separated under honorable conditions, **AND** have served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
 2. You are or have been a member of the Montana Army or Air National Guard who has satisfactorily completed a minimum of 6 years' service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

- ☐ **A Disabled Veteran, if**
1. You have been separated under honorable conditions from military duty, **AND**
 2. You have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

☐ **The spouse of a disabled veteran** if the veteran's disability prevents him/her from working.

☐ **The un-remarried surviving spouse of a veteran or disabled veteran.**

- ☐ **A Mother of a Veteran, if**
1. THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability, **AND**
 2. YOUR SPOUSE is totally and permanently disabled, **OR** YOU are the un-remarried widow of the father of the veteran.

To claim **Montana Persons with Disabilities Employment Preference** you must be (check ONE of the boxes below):

- ☐ **A person with a disability** certified by PHHS, **OR**
- ☐ The **spouse** of a totally (100%) disabled person certified by PHHS **AND have** resided continuously in Montana for at least 1 year immediately before applying for employment

SIGNATURE (typed): _____ DATE SIGNED: _____

APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires the State of Montana to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The Town of West Yellowstone is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will be used only in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual

Position Closing Date: _____

☐

Male

☐

Female

Are you 18 years or older? ☐ Yes ☐ No

Name: _____

Job Applied For: _____

Department: _____

HOW DID YOU FIRST LEARN OF THIS POSITION?

☐

Newspaper ad or journal ad

☐

Telephone Job Line

☐

Job Service

☐

Career / Job Fair

☐

Female, minority or handicapped referral organization

☐

A friend / employee

☐

Posted in Town Hall

☐

Town of West Yellowstone Website

☐

Other (specify) _____

RACE / ETHNICITY – Please check the **ONE** box that best describes your race/ethnicity:

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins regardless of race.
- ☐ **White (not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

MILITARY STATUS – Please check the **ONE** box that best describes your military status.

- ☐ No Military Service
- ☐ Inactive Reserve
- ☐ Vietnam Veteran
- ☐ Active Reserve
- ☐ Retired
- ☐ Other Veteran
- ☐ DISABLED VETERN

DISABILITY STATUS

- ☐ DISABLED PERSONS' EMPLOYMENT PREFERENCE