



## City of Livingston, Montana Intern - Scanning Clerk

### **Job Description:**

The City of Livingston, Montana is seeking a highly motivated individual to perform the role of **Intern-Scanning Clerk**. The principal function of an employee in this temporary role is to scan and digitize certain public records for the City of Livingston. The work is performed under supervision and direction of the City Clerk and City Manager.

**To apply, please send resume and cover letter via email to Human Resources at [HR@LivingstonMontana.org](mailto:HR@LivingstonMontana.org) or by mail/in person to City of Livingston, Attn: HR, 220 E. Park St, Livingston, MT 59047. Open until Tuesday, October 22, 2024 at 4:00 p.m.**

**Work Location:** In person at City Hall 220 E Park St, Livingston, MT 59047

**Job Type:** Temporary, part-time, 10 to 16 hours per week performed Monday through Friday

**Rate of Pay:** \$12.00 - \$15.00 per DOE Hourly, non-exempt

### **Qualifications for Success:**

- Assists the City Clerk with scanning records of the City and related entities
- Under direction from the Clerk and/or City Manager, manages the scanning, uploading, and organization of scanned records into the City's document management system
- Ensures that documents are accurately and completely scanned and retained in accordance with State law and City code
- Copies, scans, emails, and files records as directed
- Inventories files and supplies and performs other duties as assigned or needed

### **Education/Certifications:**

- High School Diploma or equivalent, preferred

### **Requirements:**

- 0 – 3 years of experience in an office environment performing clerical duties
- Demonstrated proficiency with common office technology including Microsoft Office Suite, Adobe PDF, computers, laptops, copiers and scanners
- Must be able to uphold confidentiality with integrity
- Previous experience in an office environment, preferred
- Excellent written, verbal, and interpersonal skills and ability to follow oral and written policies, procedures, and instructions
- Must be able to be punctual and have reliable and steady work attendance
- Strong organizational abilities and attention to detail
- Ability to work independently and as part of a team
- As a condition of hire, the final candidate will be required to successfully pass a criminal and background check

## Physical Demands / Work Environment

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position is based in an open area office setting with some interruptions.
- Ability to stand, walk, lift, carry, bend, reach, push, pull, and climb.
- May occasionally lift between 10 - 25 pounds. May occasionally lift over 25 to 50 pounds with assistance.
- This position is located in an office setting, indoors.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form and in-person.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers, copiers, scanners, keyboard, and other general office machines.
- Sufficient hearing, with or without reasonable accommodation, to comprehend questions and instructions from others.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently function in the performance of work, including stooping, bending, twisting, and walking.

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