Bottineau County Auditor’s office is seeking to hire a full-time Auditor’s clerk. Applicants must be able to communicate effectively with members of the public, handle multiple tasks, prioritize importance of work, and meet deadlines in a timely manner. Work involves working with legal descriptions (deeds), occasional payroll, operation of various software programs and standard office equipment. This position is responsible for processing routine billings and payments, maintaining basic bookkeeping records, preparing recurring reports, and assisting the Auditor with election process, game and fish activities, commission reporting and other duties within the office. Must be detail oriented and possess experience working in an office environment. Bottineau County has a generous benefit package including a fully paid Single and Family Health Insurance. Pay range is between $3,343 to $3763 per month depending upon experience. A complete job description and application is available at the Bottineau County Auditor’s office and the county website at [www.bottineauco.com](http://www.bottineauco.com). Interested applicants must return completed application with resume by April 25th, 2025 to the Auditor’s office or submit to emily.deschamp@co.bottineau.nd.us. Position will remain open until filled. EOE.