

**CARBON COUNTY SHERIFF'S OFFICE
JOB ANNOUNCEMENT**

Position Title: COMMUNITY CORRECTIONS PROGRAM COORDINATOR/CCSO CLERK & EVIDENCE/RECORDS TECHNICIAN, Full-Time

Starting Salary: \$25.19/hour

Schedule: Tuesday-Friday, 7:00am-5:30pm – flex schedule as needed to cover evening commitments

Position Summary: Facilitate the Community Corrections Program for Carbon County. The Evidence/Records Technician is responsible for the securing, processing, storage and disposition of evidence according to State and Federal laws and department policy and procedures. Providing secretarial, clerical, and technical support to the Carbon County Sheriff's Office.

Applications: Application and full job description are available at the Carbon County Sheriff's Office (102 N Broadway, Red Lodge, MT 59068), Human Resources (17 11th Street W, Red Lodge, MT) or on the Carbon County website at <https://carbonmt.gov/discover-carbon-county/careers/>.

The 1st review of applications will be of those received by Thursday, March 20, 2025, by 5:00pm MST. Interviews will be arranged after review of applications. Position will remain open until filled.

Employment is contingent on successful completion of a background check and pre-employment drug screening.

Carbon County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA.

PUBLISH: Carbon County News, Classifieds. March 6 & 13, 2025.

PUBLISH: Laurel Outlook, Classifieds. March 6 & 13, 2025.