

Job Information

ID :

#41631951

of Positions :

1

Minimum Education Level :

High School Diploma/GED

Experience Required :

none

Training :

Provided

Salary :

\$20.00 + hourly

Duration :

Part Time Regular

Shift :

Unspecified

Hours per week:

20

Start Date :

11/21/2025

Job Description

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS: The following are essential functions of the Clerk of the District position of employment:

As is required by amendments to Section 20-3-325, MCA, (HB 252, 2025) in order to qualify for the payment provided in Section 20-9-327, MCA, a clerk of the district must perform the following essential functions:

- Advise the Board of Trustees on financial and operational constraints as outlined by law;
- Serve as a member of the administrative team, working closely with the District Superintendent and other administrative staff to align the educational goals and financial stability of the district;
- Assist the Trustees in ensuring all district policies comply with local, state, and federal laws;
- Attend trustees' meetings and ensure that a permanent record is maintained as required by law, and, if unable to attend, ensure a qualified designee maintains an accurate permanent record;
- Act as the custodian of all documents, records, and reports of the Trustees, including the Trustees' report required under § 20-9-213, MCA;
- Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required;
- Serve as the election administrator for the district unless the county administers an election at the request of the district.

In addition to those functions listed above, the clerk will also perform the following essential functions:

- Keep and maintain accurate minutes of meetings of the Board of Trustees;
- Act as custodian of all other records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and meeting minutes;
- Assist in budget preparation and audits;
- Keep accurate and detailed accounts of all receipts and disbursements;
- Draw and countersign all warrants for expenditures;
- Process payroll data for all School District employees and prepare payroll checks for distribution and maintain up-to-date files of all payroll information;

- Process all authorized invoices and maintain records of paid/unpaid invoices and purchase orders;
- Process and maintain employment forms related to state and federal taxes and retirement systems;
- Prepare and submit financial reports to the Board and Superintendent as requested;
- Prepare and provide Board packets to the Trustees prior to every Board meeting, and make the Board packets available to the public;
- Prepare all notice for Board meetings and elections;
- Communicate with and respond to requests from governmental agencies, labor organizations, TRS, and PERS to provide information.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- One year experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiently operate standard office equipment, including copier, computer terminal, word processor, etc.
- Communicate effectively with students, public, and staff.
- Compile and maintain accurate and complete records and reports.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

Start date: 11/21/2025 Hours: Part-time Monday - Friday 15 to 20 hours/week; \$20/hour Open until filled. Training to be provided. This position is for the Cottonwood SD57, with two schools. West School is approximately 7 miles west of Havre and the North School is located 25 miles north of Havre. Some traveling required for monthly board meetings to the schools.

Minimum Qualifications: High school diploma or equivalent required; associate's degree in business administration or related field preferred. Able to express himself/herself clearly and concisely in both oral and written communications. Proficiently operate standard office equipment, working knowledge of Excel, Word; and accounting software - C & C School Accounting advantageous. Ability to work independently, effectively manage time and responsibilities with minimal supervision. Pre-employment requirements: A successful applicant must pass a criminal background check.

CLOSING DATE: until filled.

Company Information

Name :

Cottonwood School District #57

Description :

K-8 rural elementary school

Type :

Direct Employer

Address :

PO BOX 1024

10250 County RD 710 West

Havre, MT 59501

Application Information

Instructions :

To Apply: Send completed application (available at (school website or call (406)301-8783), letter of interest, resume, three references, if applicable or other certifications to: Jacey Liddle/Deputy District Clerk Cottonwood Elementary P.O. Box 1024, Havre, MT 59501 Email Address: cottonwoodclerk@gmail.com Open until filled

Online :

[Apply Now](#)

Email :

[Jacey Liddle<cottonwoodclerk@gmail.com>](mailto:Jacey.Liddle@cottonwoodclerk@gmail.com)

Apply direct or by mail :

Attn: Jacey Liddle

PO Box 1024

HAVRE, MT 59501

By Phone :

Call Jacey Liddle at 406-301-8783

Job Posting Entered On :

11/12/2025

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