

**Shoshone County**  
**Deputy Clerk – Commissioner’s Office**  
**\*\*Temporary Position\*\***

Shoshone County is accepting applications for temporary position of Deputy Clerk for the Shoshone County Board of Commissioner’s. This position is for a three-month period, starting June, 2024. Will require paid, in-person training as soon as possible before June start date.

This position reports to the County Clerk and is the Clerk to the Board of County Commissioners. Work involves creating, coordinating, and maintaining a permanent record of Board actions including current official records, researching, interpreting, and assuring Board operational processes and procedures are followed according to Idaho Code. Performs a variety of full performance secretarial and clerical duties related to the administrative support of the Board of County Commissioners and the County Clerk.

The required application form may be obtained on the Shoshone County website, <https://shosonecounty.id.gov>, or from the Shoshone County Clerk and it must be returned to the County Clerk’s office, 700 Bank Street, Suite 120, Wallace, ID 83873 (208) 752-1264. Applications accepted until position is filled. Equal Opportunity Employer.