


Do you have administrative experience? Want to work alongside local law enforcement? Join our team!

The Wheatland County Sheriff's Office is now accepting applications for a full-time civilian Administrative Assistant.

 Job Opening: Administrative Assistant

Location: Wheatland County Sheriff's Office, Harlowton, Montana

Reports To: Sheriff and Undersheriff

Employment Type: Full-Time, On-Site

Wage: Dependent on Experience

Benefits: Medical, Vision, Dental, and Retirement

Paid Sick Leave/ Vacation

Position Summary

The Wheatland County Sheriff's Office is seeking a dependable and detail-oriented Civilian Administrative Assistant to support daily operations. This role is crucial to maintaining office efficiency and ensuring the smooth operation of administrative processes, which in turn contribute to the safety and protection of our citizens.

Key Responsibilities

- Provide direct administrative support to the Sheriff and Undersheriff.
- Perform data entry and maintain accurate records and files.
- Manage office supplies, including ordering and inventory tracking.
- Assist with day-to-day office operations and paperwork.
- Maintain confidentiality and handle sensitive information with discretion.
- Support the Office mission through teamwork and professionalism.
- Processing of civil and legal documents.
- Downloading, copying, and storing video and audio media.
- Must possess good public communication skills.

Qualifications

Education:

- High school diploma or equivalent required
- Must possess a current, valid Montana driver's license
- Must be a resident of Wheatland County

Experience:

- Prior administrative or clerical experience preferred
- Experience in law enforcement or government settings is preferred but not a requirement

Technical Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong general computer skills or a demonstrated willingness to learn

Soft Skills:

- Excellent organizational and time management abilities
- Strong written and verbal communication skills
- Ability to work independently while contributing to a team-oriented environment

Additional Requirements

- Must work on-site at the Wheatland County Sheriff's Office (no remote work option)
- Must pass a background check and maintain confidentiality at all times
- Must be able to pass a Drug Test

How to Apply

Submit a resume, cover letter, and Wheatland County employment application to Sheriff@wheatlandcomt.gov or deliver in person at the Wheatland County Sheriff's Office.

Position to remain open until filled by a qualified candidate.