

Now Hiring:

Record's Technician

Bear Lake County is hiring a Part Time Records Technician. This position is responsible to manage all records in the Bear Lake County Clerk's Office, ensuring proper filing and maintenance of electronic records storage systems. The position also manages compliant responses to public records requests. This position is the custodian of the public record and must keep all books, records, maps, and papers deposited in this office in an orderly and easily accessible filing system.

Download an application at bearlakecounty.info.