Job Opening:

The City of Glasgow is seeking applicants for the position of a full-time Deputy Clerk in the City Clerk's Office. Position responsibilities include, answering phone, filing, accounts payable, administrative back up to the City Clerk-Treasurer, issuing city licenses, keeping the city website current, and other duties as assigned.

This position is full-time Monday – Friday, 8 am-5pm and 40 hours per week. Starting Pay will depend on experience and is negotiable. The position also has benefits including retirement, health insurance, vacation and sick leave. An Associates or Bachelor's degree in accounting or at least five (5) years bookkeeping experience is required.

A job application can be picked up at the City Office or online at www.cityofglasgowmt.com . Please call or email City Clerk Stacey Amundson at (406) 263-0617 or samundson@cityofglasgowmt.com for further information and any questions. The full job description can be found on the City of Glasgow's website. Return applications and resume via email or to the City Office 319 3rd Street South, Glasgow, MT 59230 by 5:00 p.m. on Friday December 4, 2026. The position will remain open until filled.