Park County, Montana responsibly provides quality public services and education for the health, safety and prosperity of all community members, businesses and guests while supporting our exceptional natural and historic assets.

Be a part of our dynamic Team!

Park County - it's the best place to dwell, work, and frolic!

Thank you for your interest in joining the Park County local government Team in serving the residents and guests of Park County, Montana.

Statement of Equal Employment Opportunity

It is the policy of Park County and its' Elected Officials, Department Heads and Employees to provide an environment free from all forms of intimidation, hostility, offensive behavior and unlawful harassment or discrimination. Where reasonable demands of the job do not require so, Park County and it officers and employees shall not discriminate on the basis of race, color, religion, creed, political beliefs or ideas, genetic information, sex, age, marital status, physical or mental ability, pregnancy or national origin (State and Federal protected classes) when:

- Providing and performing all services;
- Distributing funds, providing grants, loans, other financial assistance and administering training programs;
- Granting, denying, or revoking licenses;
- Contracting or subcontracting for construction of public buildings or for other public works or for goods and services; and
- Providing educational or on the job training opportunities.

An equal employment opportunity employer, Park County does not refuse employment or discriminate in compensation or other terms, conditions and privileges of employment based upon the above referenced protected classes except where the reasonable demands of the job permit a distinction to be made.

Reasonable Accommodations: Application and Selection process used to evaluate an applicant's qualifications may include an assessment of the application materials and the interview. Reasonable accommodations under State and Federal law state qualified applicants with disabilities are entitled to accommodations for applicants to assist in completing the application/selection process and to perform the essential functions and duties of the job. Applicants MUST request an accommodation when needed.

Any applicant for employment with Park County or employee of Park County who believes they have been subjected to discrimination, including harassment, based upon any of the factors set forth above, should immediately contact any supervisor in the chain of command or the Human Resources Manager, 406-222-4100.

PARK
COUNTY
MONTANA

Application Checklist/Preference Notification

All positions at Park County require:

- complete application including all pages – DO NOT LEAVE FIELDS BLANK OR INSERT SEE RESUME
- attach your resume
- attach any copies of letters of recommendation you may have
- attach additional sheets describing your special skills and abilities, certificates, trainings, etc

IMPORTANT – **sign and date your application**. Electronic signatures are acceptable for electronic submissions.

Paper copies can be mailed directly to: Park County, 414 E Callender St., Livingston, MT 59047
ATTN: Employment Application enclosed

Preference Notification

Park County complies with the **Veteran's Public Employment Preference Act** and the **Disabilities Public Employment Preference Act** in providing preference for certain military veterans and people with disabilities or their relatives. Please complete PD 25A or click here XXXXXX. For the Disability form please contact your local MT Vocational Rehabilitation Services office or local Workforce Center by clicking here XXXXXXXX,

Immigration Reform and Control Act – the person selected must produce prior to commencing work, documentation that they are authorized to work in the United States. Examples of such documentation include: a birth certificate or social security card along with a driver's license or other picture id, an unexpired United States Passport, certificate of naturalization, a permanent resident card and Alien Registration Receipt card (Green card) or Resident Alien card.

Montana compliance with Military Selective Service Act – when required by this Act, men selected for employment must produce documentation showing compliance with the federal Military Selective Service Act. Examples include a registration card issued by Selective Service, a letter from Selective Service showing a man was not required to register or information showing by a preponderance of evidence that a man's failure to register with Selective Service was not done knowingly or willfully.

PARK
COUNTY
MONTANA