



# Classifieds

This newspaper will not knowingly accept any advertisement that is in violation of the law, though enforcement of the law is not our responsibility. Our readers are hereby informed that it is our belief that all employment in this newspaper is available on an equal opportunity basis. ERRORS: Please check your ad the first day it appears. The Ledger cannot be responsible for errors in phone ads. This applies to all advertisements in our newspaper. Advertisers should check the wording as reread by the Ledger staff. The Ledger will rectify an error (not the fault of the advertiser) by republication of the advertisement in error. Errors continuing beyond the first publication shall be the responsibility of the advertiser. The Ledger reserves the right to classify, edit or refuse any advertisement. Our classified ad rate is \$6 for the first 25 words and 10¢ per word for each additional word. Borders, logos and bold wording is \$1 extra. Classified display rate is \$6 per column inch. Classifieds are one column only and ad beyond one column will be charged as a Display ad Classified ads will also be placed on our website and automatically download as a PDF free of charge.

## HELP WANTED

### NOW HIRING

GMA Mining USA in Alder is accepting applications for Full-Time Plant Operators and one Full-Time Pit Support Equipment Operator. We offer competitive wages starting at \$19.00 per hour, and benefits. Pre-employment Drug screen and Physical Required. Please call HR at (406) 842-7829 or email linda.dixon@gmagarnet.com for details and application. 32-33c w/c51



JEFFERSON COUNTY - PUBLIC HEALTH NURSE: Jefferson County seeks a permanent fulltime public health nurse. This position works under the direction of the PHN Supervisor and the Health Board. The position will provide preventative and anticipatory services to residents of the county; assist with population-based surveillance, education, screening and referrals; assess and evaluate client and population health information and plans and implements actions accordingly; provide immunization services to all ages based on state or federal guidance; assist with communicable disease control efforts; and prepare grant reports and documents for programs of responsibility. The position must demonstrate public health nursing skills, communication skills, and be able to act on behalf of the supervisor in her/his absence. Position is responsible for the maternal child Health Program including home visits and referrals. Skills and background in Maternal Child Health preferred. This position is expected to exercise independent professional judgment based on project assignments and priorities. Applicant must have knowledge of public health state and federal regulations and public health services and possess a current Montana RN license with no restrictions, a current CPR certificate and a valid MT driver's license. This position requires graduation from an accredited school of nursing, but preference will be given to applicants with a bachelor's degree in nursing and experience in public health. Starting wage \$25.54 or more depending on education/experience. Send a letter of interest, county application and resume to Jefferson County, c/o Kellie Doherty, PO Box H, Boulder, MT 59632. County applications can be found on our website at [www.jeffersoncounty-mt.gov](http://www.jeffersoncounty-mt.gov). Closing date is November 6, 2020 at 5pm. Incomplete application materials will not be processed. Jefferson County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks and structured oral interview. Jefferson County is an equal opportunity employer. 32-34c w/c 307

## BILLING CLERK

**Job Characteristics:**  
**Nature of Work:** This is a part-time, 24 hours per week position. Billing Clerk performs clerical duties which require attention to detail, accuracy and timeliness in preparing, receiving and recording payments. Work is to be performed in an office setting during normal office hours. Position is required to deal with occasional conflictive situations and the public in a professional manner and maintains confidentiality of sensitive information. Hourly wages are set by the Town Council with hours worked set by the Clerk.

**Summary of Work:** Under general supervision this position is responsible for the accurate processing of utility accounts, utility billing, business licenses, issuing dog licenses, opening and sorting mail, assisting with the selling of cemetery plots, typing Council meeting minutes, telephone answering and assists Clerk and Treasurer in his/her duties as required.  
**Personal Contacts:** Daily contact with the public to receive utility payments, business licenses, telephone calls and general information under occasionally stressful circumstances requiring tact and discretion. Daily contact with the Mayor, Town Council and employees is an important part of the position.  
**Supervision:** Daily supervision should be handled by the Clerk.

**Essential Functions:** This position must have the ability to communicate orally and in writing, follow instruction and directions, billings and other required tasks and assignments in a timely manner.

**Job Accountability and Performance:**  
1. On a daily basis handles utility accounts for mailing of bills and collections and keeps accurate utility accounts and payment of receipts.  
2. Processes business and dog licenses and collections.  
3. Performs other related duties as required.

### Job Education and Experience Requirements:

**Knowledge and Skills:** The position requires a basic knowledge of office equipment, computer use, accounting, record keeping, typing and filing.  
**Abilities:** The position requires the ability to communicate effectively orally and in writing; maintain confidentiality of all documents and information; ability to perform financial activities; analyze and summarize government documents. This position requires the ability to work in stressful situations and meet deadlines; follow written and verbal instructions, and establish effective working relationships with fellow employees, supervisors and the public. This position also requires the ability to work independently.

**Education:** The above knowledge, skills and abilities are required through a combination of education and experience equivalent:

1. A High School Diploma.
2. Must have some office experience which would include bookkeeping, typing, filing and use of computers.
3. Job Performance Standards: Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Job criteria include, but are not limited to the following:
1. Performs assigned duties.
2. Accurately process utility bills.
3. Accurately accounts for all monies collected and paid.
4. Accurately type monthly Council meeting minutes.
5. Maintains confidentiality of sensitive information with tact and patience when dealing with costumers.
6. Deals tactfully and courteously with the public.
7. Demonstrates punctuality in work hours.
8. Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
9. Assists Clerk and Treasurer as requested.

Applications can be found at [townof-whitehall.org](http://townof-whitehall.org) and can also be picked up at Town Hall. Applications need to be turned into the office no later than Friday, October 30th by 3:30 pm.

w/c 525

## HELP WANTED

The Rodeway Inn of Whitehall currently has part time positions open for both front desk and housekeeping. 515 N. Whitehall St. 406-287-5588. tfn

**RODEWAY INN**

## Cardwell Store Moose Crossing Sweets & Gifts



Is Now hiring the following positions:  
**Barista & Cashier**  
for Cardwell Store/Moose Crossing  
Sweets & Gifts

Starting pay \$9.50/hr

Needs to be available weekdays and weekends.

Stop in for an application or call  
**406-287-5092**

Jefferson County: Maintenance Assistant/Custodian position at Clancy Schoolhouse, Clancy, MT. This permanent, part-time position (7 hours/week) with Jefferson County requires an individual with the ability to perform light plumbing work, electrical work, and carpentry work. Must be able to deal well with other departments and elected officials. Must be able to work in adverse weather and available for occasional call-outs; must have current Montana drivers license and ability to climb ladders, scaffolding, and work with chemicals. Must be able to lift 50-75+ pounds routinely and occasionally lift 100+ pounds. Position will also perform cleaning of the Clancy Schoolhouse and maintenance of surrounding grounds. These skills may be obtained through education, experience, training or a combination of all three. Three to five years experience preferred. Individual will be subjected to a criminal background check. Starting hourly salary - \$18.24 or more, DOE/Q and as determined by experience/education in related work. Cover letter, resume and county application must be received by November 13, 2020 at 5pm and are available from Kellie Doherty, HR, PO Box H, Boulder, MT 59632 or call (406) 225-4010, or visit our web-site for on-line application at [www.jeffersoncounty-mt.gov](http://www.jeffersoncounty-mt.gov). Jefferson County is an equal opportunity employer. 32-35c w/c 197

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Ad #137  
Land title business seeks full-time clerk. Communication, customer service and computer skills needed. Willing to train. Pay DOE, advancement opportunity. Contact Rod: [rod@lclandco.com](mailto:rod@lclandco.com) or (406) 253-4267.

Ad #138  
HELP WANTED Seeley Lake is hiring!! Head chef, line/prep cooks, and other positions. The Filling Station. Salary DOE. Small Montana town with endless recreation opportunities. Email resume and references to [fillingstation@blackfoot.net](mailto:fillingstation@blackfoot.net)

## FOR RENT

FOR RENT 1 BR units elderly/disabled housing at Coachman Court on Legion Ave. Rental assistance available. Rent based on income. For application call Circle K Property Mgmt. 509-315-4168, or email [beth@circlekppm.com](mailto:beth@circlekppm.com). 5tfn



ATTENTION: Effective November 1, 2020 Security Storage has sold to Legion Station Rentals PO Box 556 • Whitehall, MT 59759. Please Send your payments to them. Legion Station Rentals Contact: Julie - (406)490-2043 or Larry - (406)2044. Thank you for your business!

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a  
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# This Week's Horoscope

**ARIES** – Mar 21/Apr 20  
Aries, rest and relax now because it may be a bumpy ride over the next few days. Rely on your energy reserves to make it through. Things will calm down soon enough.  
**TAURUS** – Apr 21/May 21  
Taurus, allow friends to lavish attention on you. You deserve a little more time in the limelight because of all the hard work you have been putting in.  
**GEMINI** – May 22/Jun 21  
Gemini, by making yourself more vulnerable, you can show others how you are compassionate and in tune with your softer side. This may help create alliances.  
**CANCER** – Jun 22/Jul 22  
Cancer, try a new and interesting hobby that aligns with your current interests. Don't worry if it has nothing to do with your profession. It's okay to branch out.  
**LEO** – Jul 23/Aug 23  
Make some changes to your wellness routine, Virgo. Changes could help you feel better in your daily life and set the course for many positive things in the future.  
**VIRGO** – Aug 24/Sept 22  
It is always good knowing someone has your back, Virgo. This can be a best friend, a romantic partner, a family member, or even a colleague. It is a relief to have support.  
**LIBRA** – Sept 23/Oct 23  
Libra, a pleasant routine is essential for improving your mood and outlook. It's easier to handle stressful situations when you make smart choices.  
**SCORPIO** – Oct 24/Nov 22  
There are many things happening around you, and it is best to focus on the positives even in the most hectic times. Immerse yourself in your favorite hobbies.  
**SAGITTARIUS** – Nov 23/Dec 21  
Being in tune with your feelings is a very good thing this week, Sagittarius. It can help you focus on goals that will make you happy and avoid situations that make you upset.  
**CAPRICORN** – Dec 22/Jan 20  
You are a natural leader who prefers oversee-

## MISC

Two great new offers from AT&T Wireless! Ask how to get the new iPhone 11 or Next Generation Samsung Galaxy S10e ON US with AT&T's Buy one, Give One offer. While supplies last! CALL 1-406-616-7534

The COVID crisis has cost us all something. Many have lost jobs and financial security. Have \$10K In Debt? Credit Cards. Medical Bills. Car Loans. Call NATIONAL DEBT RELIEF! We can help! Get a FREE debt relief quote: Call 1-844-586-7347

Enjoy 100% guaranteed, delivered-to-the-door Omaha Steaks! Get 4 FREE Burgers and 4 FREE Chicken Breasts. Order the Omaha Steaks Classic ONLY \$129.99. Call 1-406-616-1932 mention code 64185VMW or visit [www.omahasteaks.com/meals164](http://www.omahasteaks.com/meals164)

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Ad #136  
Wanted Wanted Wanted Porsches and exotic cars any year. Vintage motorcycles up to the 1990's. Old cars and trucks. Guns and gun collections. Call or text (801)-361-4022. Fair prices paid.

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SINCE 1917

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ing projects to getting your hands dirty. But to strengthen authority, you sometimes have to handle some of the nuts and bolts.  
**AQUARIUS** – Jan 21/Feb 18  
Now is the time to increase your income rather than the pressure on you. That means thinking outside the box in terms of additional work. Consider self-employment.  
**PISCES** – Feb 19/Mar 20  
Pisces, most of the time you like making your contributions from the background. But lately you are ready to step into the spotlight.

**FAMOUS BIRTHDAYS**  
**OCTOBER 25**  
Mia Wasikowska, Actress (31)  
**OCTOBER 26**  
CM Punk, Wrestler (42)  
**OCTOBER 27**  
Lonzo Ball, Athlete (23)  
**OCTOBER 28**  
Julia Roberts, Actress (53)  
**OCTOBER 29**  
Tracee Ellis Ross, Actress (48)  
**OCTOBER 30**  
Nia Long, Actress (50)  
**OCTOBER 31**  
Peter Jackson, Director (59)

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