

Cascade County

Job Vacancy Announcement

Position: Administrative Assistant	Closing Date: Open Until Filled
County Department: Public Works Department	Dept. Admin.: Brian Clifton
Type of Position: Full-Time	Salary: \$12.50 per hour Must join Teamsters Union
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Administrative Assistant provides receptionist/office support that includes the tasks; answering and routing phone calls; typing correspondence; maintaining filing systems; maintaining databases; gathering and providing information and activities to support office operations for the Public Works Department. This position reports to the Public Works Director. This position provides support activities for all Divisions within the Public Works Department.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

The Administrative Assistant screens visitors, telephone calls, faxes, mail and messages directed to office personnel; receives requests from the public for department-related information and provides such information or directs requests to other appropriate department or other County personnel; finalizes letters, narratives, memos, reports, and forms to produce accurate documents; responds to requests or questions regarding routine program operations to disseminate information and provide assistance to clients and the public; establishes and maintains computerized and manual filing systems by determining file-naming and organizational methods for data files; and following standard filing procedures for correspondence, forms, and other documents to ensure accurate storage and retrieval capabilities; reviews documents, forms, data, and files to ensure accuracy and completeness; interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines; copies, packages and distributes a variety of written materials as requested by designated office personnel; attends meetings, conferences and workshops as requested and authorized; coordinates all Weed & Mosquito Board meetings; reserves conference rooms and arranges lunch or refreshments for board members; mails and/or emails meeting information and agendas, types reports, takes meeting minutes, etc.; opens and distributes all incoming mail daily; orders supplies as necessary; does weekly cash register tally for deposit to the Treasurer's Office; performs payroll for the departments including shift differentials and lead worker pay; maintains inventory forms for all divisions within the Public Works Department; arranges for minor facility services and supplies not covered by custodial/maintenance staff; maintains supply of personnel forms and provides these to the supervisors/staff as necessary; picks up mail and delivers mail/correspondence via county distribution system in the Courthouse Annex daily or as needed. This position will provide backup for the Accounting Assistant during their absence or during busy times; other duties as assigned.

Knowledge and understanding of: Business English including grammar, spelling, and punctuation; secretarial procedures and practices; modern office equipment, practices, and procedures; department rules, procedures, and functions; safety rules, procedures and practices.

Skills in: Operating computer software applications (Word, Excel, Access, Kronos, Internet, .Net, Outlook); multiple filing systems; data entry and typing skills (minimum 60 wpm); organizational skills; use of cash register including counting money, balancing and making change.

Ability to: Type accurately in positions requiring keyboarding; gather, compare and summarize data from a variety of sources; operate a variety of office equipment; communicate information clearly and concisely; read and comprehend materials; analyze and compile information; adhere to standards of confidentiality; communicate orally and in writing; follow verbal and written instructions; maintain concentration during frequent interruptions; work with grace under pressure; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; practice good public relations in support of the Public Works Department and its functions; observes established lines of authority; identifies problems that adversely affect the organization and its functions and offers suggestions for improvements; establish and maintain effective working relationships with other employees and the general public.

EDUCATION AND EXPERIENCE

The above is typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have:

- High School Diploma, GED or HSE **and** three (3) years of clerical or secretarial experience.
- Valid MT Driver's License issued by the State of Montana or be able to obtain within 30 days of hire date.

The successful applicant must serve a 6-month probationary period, must join the Teamsters Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment

with the county

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER