

# Cascade County

## Job Vacancy Announcement

<b>Position:</b> Administrative Assistant	<b>Closing Date:</b> Open Until Filled
<b>County Department:</b> Cascade County Extension	<b>Dept. Admin.:</b> Rose Malisani
<b>Type of Position:</b> Full Time	<b>Salary:</b> \$12.50 per hour <b>Must join Teamsters Union</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> 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.</b>	

### POSITION DESCRIPTION

The Administrative Assistant provides office support by answering and routing telephone calls, typing correspondence, maintaining filing systems, maintaining databases, gathering and providing information, directing and addressing constituent questions, performing activities to support office operations and other related duties as required or assigned.

### ESSENTIAL JOB DUTIES & RESPONSIBILITIES

The Administrative Assistant primarily assists with 4-H and Extension programs as requested by personnel, formats and edits 4-H newsletter, responsible for securing office and office files at the end of each day, 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, receives and addresses complaints from the public, prepares correspondence, memoranda, reports, schedules and other time sensitive documents as requested by the office 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 to 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, follows standard filing procedures for correspondence, forms and other documents to ensure accurate storage and retrieval capabilities, reviews documents, forms and data for accuracy, 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, verifies and ensures accuracy of accounting source documents such as vendor invoices and receipts, follows established charts of accounts to ensure payment of bills and record keeping in compliance with supervisory direction, maintains a file and submits requests for W-9's as requested by personnel, handles organizational monies in preparation for accountants and treasurers, performs other related duties as required or assigned.

**Knowledge and understanding of:** Grammar, spelling and punctuation, modern office equipment, Microsoft Office software including Word, Excel, Publisher, Internet and Outlook, department rules, procedures and functions, safety rules, procedures and practices, professional office protocols when interacting with the public, department heads and elected officials.

**Skills in:** Operating standard office equipment such as computer terminals, copy machines and calculators, computer software applications including Microsoft, Adobe and Skype, basic website development and graphic design.

**Ability to:** Proficiently operate a computer to complete required job duties, gather, compare and summarize data from a variety of sources, communicate information clearly and concisely both orally and in writing, read and comprehend materials, establish and maintain effective professional working relationships with other County employees and the general public, maintain strict confidentiality, search for, select, compile and summarize data and information, handle a variety of administrative support tasks under fixed time deadlines, respond promptly to requests for service and assistance from the public and various office personnel, present numerical data effectively, deal with frequent change, delays or unexpected events, identify discrepancies or inaccuracies in data and make corrections, collect and organize accounting data, interpret its significance and prepare accurate reports.

### 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** two (2) years of clerical or secretarial experience required.
- Applicant must have a valid MT Driver's License issued by the State of Montana or be able to obtain one within 30 days from date of hire.

*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**