

Cascade County

Job Vacancy Announcement

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| Position: Administrative Assistant | Closing Date: October 30, 2013 |
| County Department: County Commission | Dept. Admin.: County Commission |
| Type of Position: Part - time 15hrs per week (2:00pm-5:00pm M-F) | Salary: \$9.55 per hour |
| 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, which includes tasks such as answering and routing phone calls, typing correspondence, maintaining filing systems, maintaining databases, gathering and providing information, directing and addressing constituent questions, and performing activities to support office operations; serves as the first point of contact for telephone inquiries and visitors to the commission office; 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; prepares incidental correspondence regarding notifications of board appointments, etc.; orders office supplies and processes purchase orders; records meeting minutes; 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; maintains electronic mailing lists and current listing (with expiration of terms noted) for all county board appointees; reviews documents, forms, data, and files to ensure accuracy and completeness and submits materials to the clerk and recorder's office for filing when appropriate; prepares materials for commission work sessions and meetings; coordinates with the office manager to notify the media of commission agendas and meetings and ensures website postings comply with Montana's open meeting notification requirements; prepares commission chambers for commission meetings; Responds to incidental requests for information and/or directs and addresses constituents questions to the appropriate department or staff; reviews newspapers, identifies and files county-related articles published in the media; 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; performs other duties as assigned.

JOB REQUIREMENTS

Knowledge and understanding of: Business English including grammar, spelling, and punctuation; modern office equipment, practices, and procedures; Microsoft Office Software including Word, Excel, Internet, and Outlook; department rules, procedures, and functions; safety rules, procedures and practices; professional office department and protocols when dealing with the public and elected officials.

Ability to: Type accurately; 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; establish and maintain effective working relationships with other employees and the general public; process and manage confidential information; handle difficult people who contact the commission office by telephone or in person with complaints; coordinate, analyze, and utilize a variety of reports and records; employ and enforce safety practices and procedures; meet challenges with resourcefulness through original thinking and creativity; work with many different cultures respecting their heritage and traditions; respond promptly to requests for service and assistance from the public and various office personnel; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of authority.

EDUCATION AND EXPERIENCE

The above knowledge and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants **MUST HAVE three (3) years clerical/secretarial experience; MUST BE flexible to cover office outside advertised hours and on short notice.**

The successful applicant must serve a 6 month probation period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county. Applicant must possess a valid driver's license issued by the State of Montana or be able to obtain one within 30 days from date of hire.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document 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