

# Cascade County

## Job Vacancy Announcement

<b>Position: Administrative Assistant</b>	<b>Closing Date: Open Until Filled</b>
<b>County Dept.: Community Health Care Center (CHCC)</b>	<b>Dept. Admin.: Annette Griffin</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$10.50 per hour</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

Provides administrative support for the CHCC Chief Executive Officer (CEO). This position performs duties requiring significant organizational skills, attention to details and a high degree of functional independence. Provides all administrative and support services to the CEO on a daily basis; compiles data and prepares preliminary drafts of various reports, special studies, or surveys, and statistical narratives; maintains schedule and coordinates all Board meetings; makes sure the conference room is reserved and arranges for lunch/refreshments for board members; ensures attendance at BOH meetings is documented; provides a draft of Board Meeting minutes to the Board Chair and CEO in a timely manner for review; coordinates other meetings/trainings with special speakers as assigned; takes minutes at Board meetings and various meetings where confidential and protected information is discussed; tracks department contracts through County process; prepares contract packet for presentation to the Board of County Commissioners for approval; notifies CEO when item appears on work session and agenda; distributes signed copies of contracts as required per contractor; assists Administrative Services Manager in the preparation of contract bids for publication, evaluation and award; maintains inventory of office supplies – monitors and orders as needed; maintains inventory of assets for CHCC; maintains on-site personnel files; tracks payroll change forms for annual raises; tracks completion of orientation of new employees; working closely with County HR- facilitates hiring process; maintains file of approved current hiring documents for positions; schedules interviews of Leadership and Administrative job openings; prepares interview packets for all interview panels; maintains file of all documentation on hired applicants; sends hired letters to all applicants; ensures all leave slips are collected from Managers; maintains employer user codes for gas pumps, alarm system, key pads, etc.; prepares CHCC cash register deposit; as authorized, arranges for minor facility services/supplies not covered by custodial/maintenance staff; notifies when there are staff changes; monitors alarm system; coordinates building and grounds maintenance issues with County department; schedules vehicle maintenance after receiving request form; coordinates service of office machines; coordinates maintenance and service of main entry way doors; maintains inventory of building keys; maintains inventory of keys for all offices; coordinates CHCC archive, pick up, and shredding of bins; participates as a productive and contributing member of the CHCC Leadership Team; contributes to a work environment that encourages positive staff morale, motivation, commitment to achieving results, and team building; performs back up for general office duties, as required/needed; picks up and delivers mail/correspondence via county distribution system; performs other duties as assigned.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Administrative support functions; English usage, spelling, grammar, and punctuation; HIPAA and confidentiality; Microsoft Office software, (Word, Excel, Outlook); Internet and E-Mail.

**Skills in:** Typing (minimum 35 WPM no errors); telephone etiquette, customer service, taking accurate messages, filing, creating tracking databases, data entry, use of office machines such as label makers, printers, copy and fax machines; use of a cash register to include accurate counting of money, balancing and making change.

**Ability to:** Take and produce accurate meeting minutes; pay attention to detail; analyze, assemble, and compile accurate information from various databases; adhere to HIPAA standards for protection of health information; adhere to standards of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of authority; identify problems that adversely affect the organization and its functions and offer suggestions for improvements; establish effective working relationships with fellow employees, supervisors, and the public; work independently with minimal supervision; handle difficult individuals and situations; works with many different cultures respecting their heritage and traditions, handles stress and work under pressure.

### EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum all applicants **MUST HAVE two (2) years of progressively responsible office secretarial or administrative office support experience; MUST SUBMIT a detailed resume AND typing test (minimum 35 wpm with no errors).** Test score should be current within the last (6) months. Typing test available at Job Service.

*The successful applicant must serve a 6 month probationary period 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 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**