

Cascade County

Job Vacancy Announcement

Position: Administrative Assistant	Closing Date: Open Until Filled
County Department: Montana ExpoPark	Dept. Admin.: Lisa Bracco
Type of Position: Full-Time	Salary: \$10.35 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

Provides receptionist/office support, including answering and routing phone calls, typing correspondence, maintaining filing systems, maintaining databases, gathering and providing information, and activities to support office operations; 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 departments 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.

JOB REQUIREMENTS

Knowledge and understanding of: Business English, including grammar, spelling and punctuation; modern office equipment, practices and procedures; use of multi-phone lines, visitor reception tasks and the maintenance of records and files; department rules, procedures, functions and safety rules procedures and practices.

Skills in: Operating computer software applications.

Ability to: Type accurately, in positions requiring keyboarding; operate a variety of office equipment; gather, compare, and summarize data from a variety of sources; read and comprehend materials.; communicate information clearly and concisely orally and in writing; establish and maintain effective working relationships with other employees and the general public; maintain confidentiality

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have two (2) years clerical/secretarial work experience or any equivalent combination of experience and training. Applicant must possess a valid MT Driver's License issued by the State of Montana or be able to obtain one within 30 days 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 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