

Cascade County

Job Vacancy Announcement

Position: Receptionist-Secretarial Support	Closing Date: Open Until Filled
County Department: Cascade County Attorney	Dept. Admin.: John W. Parker
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

In accordance with policies and procedures established by the Cascade County Attorney, applicant primarily greets the public in the office and by answering the phone and directing calls to the appropriate party. The applicant is responsible for twice daily "mail-run" duties; prepares files for new cases; copies and distributes paperwork to support staff and attorneys; performs filing and maintains file cabinets in an orderly fashion; provides information and assistance to the public and other agencies; performs general data entry and information retrieval from computer databases; provides direct support for the attorneys and staff assigned to felony and misdemeanor cases - support includes but is not limited to opening and closing out YINC files, pulling files, making copies of orders, motions, plea agreements, contacting civilian witnesses, and distributing paperwork to interested parties and agencies; performs related duties as assigned/required.

JOB REQUIREMENTS

Knowledge and understanding of: General office practice.

Equipment Skills: Requires use of various office equipment including a multi-line telephone, fax machine, copier, printer, computer, and occasionally a manual typewriter.

Software Skills: Requires experience with word processing (preferably Microsoft Office Word) and Microsoft Outlook. Knowledge of Excel is beneficial.

Ability to: Type at least 25 wpm (no errors); be punctual, be present for duty; frequently lift and transport file boxes weighing approximately 20 lbs. up and/or down a flight of stairs; multiple trips daily to downtown County campus offices; multi-task; be well organized; maintain a professional disposition; focus and concentrate in a stressful environment with heavy workloads and strict timelines; work independently and self-directed; maintain strict confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; possess good interpersonal skills and establish effective working relationships with law enforcement, fellow employees, supervisors and the public; use proper sentence structure, punctuation, grammar and spelling; proof reading; accuracy; and attention to detail.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. A letter of introduction, resume, and typing test required (*minimum 25 wpm with no errors*). Test score should be current within the last (6) months. Typing test available at Job Service.

The successful applicant shall serve a 6 month probationary period and must join the Teamsters Local #2 Union. The successful applicant 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 should provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification 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.