

# Cascade County

## Job Vacancy Announcement

<b>Position:</b> Receptionist-Youth Court Secretary	<b>Closing Date:</b> Open Until Filled
<b>County Department:</b> County Attorney	<b>Dept. Admin.:</b> John W. Parker
<b>Type of Position:</b> Full-Time	<b>Salary:</b> \$10.35 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

In accordance with policies and procedures established by the Cascade County Attorney, applicant primarily greets the public in the office, by answering the phone and directing calls to the appropriate party; 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; performs related duties as required; provides direct support for the attorney (s) assigned to Youth Court in the preparation and maintenance of criminal case files and proceedings; aids in some adult level prosecutions of juveniles and other criminal proceedings related thereto; assists with preparation and processing of petitions, citations, affidavits, youth court summons, revocations, etc.; communicating with law enforcement, civilian witnesses, crime victims, defense attorneys and the public via telephone, writing or in person; routine tasks include proof reading, photocopying, faxing, printing, telephoning, emailing, filing and maintaining strict confidentiality, and other duties as required.

### JOB REQUIREMENTS

**Knowledge and understanding of:** General office practice.

**Skills in:** Use of various office equipment to include a multi-line telephone, fax machine, copier, printer, computer, and occasionally, a manual typewriter.

**Software Skills:** Word processing (preferably Microsoft Office Word) and Microsoft Outlook; knowledge of Excel is beneficial.

**Ability to:** Be punctual, have regular attendance, type at least 25 wpm (no errors); 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; observe work hours and demonstrate punctuality; and observe established lines of authority.

### 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 one (1) year general office experience.

**\*\*\*APPLICATION PACKET REQUIREMENTS** - Letter of introduction, resume, typing test, and Cascade County Employment Application. Typing test (25 wpm no errors) must be current within the last 6 months. Typing test available at Job Service.

*The successful Applicant shall serve a 6 month probationary period, must join the Teamsters Local #2 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 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.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**