

# Cascade County

## Job Vacancy Announcement

<b>Position: Administrative Assistant</b>	<b>Closing Date: November 29, 2012</b>
<b>County Department: Public Works 279 Vaughn S. Frontage Road</b>	<b>Dept. Admin.: Brian Clifton</b>
<b>Type of Position: Full-time</b>	<b>Salary: \$10.35 per hour Must join Teamster's 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>	

### DESCRIPTION POSITION

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, and activities to support office operations for the Public Works Department. This position reports to the Public Works Director. This position provides the following support activities for all Divisions within the Public Works Department. Applicants screen 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; 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; coordinates all Road Board and Weed & Mosquito Board meetings; reserves conference rooms and arranges lunch/refreshments for board members; mails and/or emails meeting information and agendas, types reports, takes meeting minutes, etc.; opens and distributes all incoming mail daily, performs other duties as assigned.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Business English including grammar, spelling, and punctuation; secretarial procedures and practices; modern office equipment, practices, and procedures; department rules, procedures, and functions; safety rules, procedures and practices.

**Skills in:** Operating computer software applications (Word, Excel, Kronos, Internet, .Net, Outlook); multiple filing systems; data entry and typing skills (minimum 45 wpm); organizational skills; use of cash register including counting money, balancing and making change.

**Ability to:** Type accurately, in positions requiring keyboarding; 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; analyze and compile information; adhere to standards of confidentiality; communicate orally and in writing; follow verbal and written instructions; maintain concentration during frequent interruptions; work with grace under pressure; observes work hours; demonstrate punctuality; works collaboratively with management and co-workers; practice good public relations in support of the Public Works Department and its functions; observes established lines of authority, identifies problems that adversely affect the organization and its functions and offers suggestions for improvements; establish and maintain effective working relationships with other employees and the general public.

### EDUCATION AND EXPERIENCE

The foregoing knowledge, skills and abilities are typically acquired through a combination of education and experience, high school diploma or GED **and** one (1) year clerical/secretarial experience. Applicants must submit a current typing test (minimum 45 wpm) available at job service and must possess a Montana state driver's license.

*The successful Applicant must serve a 6 month probationary period, join 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 should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that 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**