



# CASCADE COUNTY

## Job Vacancy Announcement

*Submit all application materials to:*  
Cascade County Human Resources Department  
325 2<sup>nd</sup> Ave N #108  
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

Position: **Administrative Assistant**  
Schedule: **Full-time with Benefits**  
Department: **Department of Emergency Services**

Salary: **\$13.67 - \$14.50 per hour DOE**  
Closing Date: **Open Until Filled**  
**Must join Teamsters Union**

### **Education/Experience/Training:**

- High School Diploma, G.E.D or H.S.E and three (3) years of clerical/secretarial experience.

### **Certifications:**

- Must possess a valid Montana driver's license or be able to obtain one within thirty (30) days of hire.

### **POSITION DESCRIPTION**

The Administrative Assistant for the Cascade County Disaster and Emergency Services Department (DES) performs a variety of technical and administrative tasks in support of department goals and functions such as preparing correspondence, performing internal and external customer service and public relations and researching and preparing technical reports. Duties also include performing clerical functions such as scheduling and coordinating training and meetings, taking meeting minutes, tracking volunteer certifications and hours, managing filing and databases, monitoring budgetary and grant expenditures, monitoring and ordering supplies, completing purchase orders, answering telephone calls, assisting with special projects and responding to information requests and performing other duties or activities as required or assigned in order to ensure the efficient operation of the DES Department.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Perform routine clerical and administrative work answering telephones, referring messages, receiving the public, providing internal and external customer service and public relations, entering data and word processing and maintaining databases in accordance with standard operational procedures in support of department functions and objectives, assist DES Coordinator with long-term and special administrative projects that require statistical research, budget analysis, accounting, organizational statistics, legislative analysis and other similar or related research, receive and distribute incoming mail and process outgoing mail and copy, package and distribute a variety of materials as requested and in accordance with established procedures, answer a variety of routine and semi-technical questions, functions, procedures related to the organization, functions, procedures, regulations and programs of DES and handle requests for information in accordance with the procedures and parameters established by the DES Coordinator while adhering to and maintaining strict confidentiality of sensitive material, set up, work with and maintain a variety of files and records including confidential or personal files and ensure that only authorized personnel have access to the contents to the files in accordance with established managerial, confidentiality, functional use and administrative guidelines and procedures, research legislation, laws and regulations in the Montana Code Annotated, Montana Administrative Rules and/or Code of Federal Regulations as directed by the DES Coordinator to interpret, apply and report on the rules, legislation, laws and regulations that may affect or impact the manner in which the County and DES will conduct operations and to ensure program and legislative compliance, compose, type and edit a variety of professional correspondence, reports, memorandum and other materials and documents for review by the DES Coordinator necessary to conduct and in support of County and DES operations. This may include ongoing paperwork for grant funds and public relations or news releases, collect, assemble, analyze and interpret statistical and other data relating to departmental and inter-departmental operations including procedures, policies, functions, organization, staffing, program evaluations, forms, work output and workload, space and physical layouts, inventory and effectiveness of equipment, performing a variety of secretarial duties associated with the administration of a county department including responding to various inquiries and complaints from other departments and agencies and the public in accordance with established procedure by determining and asking appropriate questions to identify information needs, explaining applicable policy or procedure, locating pertinent information in files or directing/referring the caller to appropriate sources based upon legal requirements (e.g. in case of a formal complaint, etc.), maintain DES calendars and schedule appointments for DES personnel and staff and when necessary reschedule appointments and notify appropriate persons of scheduled and rescheduled appointments and agenda, ensure appropriate reference and other necessary materials and equipment are available to be used by them and/or other participants, coordinate and schedule meetings/ training sessions for various DES volunteers (e.g., Quick Response Units, etc.), arrange for and schedule speakers/ presenters, and when necessary reschedule meetings/training sessions and notify appropriate persons of scheduled and rescheduled meetings/training sessions and agenda, ensure appropriate reference and other necessary materials and equipment are available to be used by them and/or other participants, monitor supply and equipment inventory and needs to ensure that DES is stocked with necessary supplies and equipment according to established procedures and protocols. This includes administering the budget for necessary supplies and equipment, preparing the appropriate purchase order and other forms or documents and providing related input to the DES Coordinator for budget planning and administration purposes. This further includes notifying the DES Coordinator when budgetary funds are low, may perform routine administrative work in keeping official records which may include monitoring and balancing various accounts, assisting with payroll and grant requirements and reporting, providing budget input particularly related to equipment and supplies, act as the liaison between DES and the Auditor,

Budget Officer/Grants Coordinator, Treasurer, Accounting, Human Resources in resolving problems and responding to inquiries regarding available grant funds, billing amounts and budget line items by locating appropriate information and responding to specific problems or inquiries and reviewing billing procedures, may act as administrative secretary to one or more boards, schedule and arrange for rooms and equipment from general direction or procedural guidelines, prepare and distribute agendas, attend and take minutes of meetings, summarize and type minutes of meetings from electronic recording devices or handwritten notes, distribute minutes to appropriate persons, type public announcements for public release, attend meetings, workshops, seminars, conferences and training/educational sessions to keep updated on changes is assigned areas of departmental responsibility, research, organize and coordinate a variety of special reports, summaries and related materials as assigned, monitor and track volunteer certifications and ensure certifications are current (e.g. CPR certifications, etc.), perform a variety of miscellaneous duties such monitoring and ordering office supplies as needed, picking up and delivering supplies and equipment for activities and trainings, making arrangements for use of County facilities, setting up rooms for meetings and training sessions and preparing necessary invoices and purchase orders, perform other duties as required or assigned.

**Knowledge and understanding of:** Computers, electronic data processing, modern office practices and procedures, administrative and clerical techniques, principals, procedures and systems such as word processing, records and database management, data collection, research methodology, accounting, budget and grant monitoring, report writing, application and use of basic statistics and other office procedures and terminology, Microsoft Office Software, Word, Excel, Outlook, PowerPoint, Publisher, internet and other computer applications related to departmental functions and activities, disaster and emergency preparedness functions and terminology, Cascade County Operations Manual Policies, safety rules, procedures and practices.

**Skill in:** Typing, filing, data entry, computer and organizational skills, use of office machines and word processing, effective and professional written and verbal communication, time management, accuracy, attention to detail and organization, organization, accuracy and detail, decision making and effective problem solving, establishing and maintaining positive working relationships with other county departments, employees, Federal and State agencies, private agencies and the general public,

**Ability to:** Proficiently operate a computer, use and understand common database, spreadsheet and word processing applications and learn specialized computer applications to complete required job duties, perform a wide variety of public relations and customer services tasks with accuracy and speed under the pressure of time-sensitive deadlines, establish and maintain professional and effective working relationships with the Board of County Commissioners, Budget Officer/Grants Coordinator, Human Resource Director, other County departments, employees, Federal and State agencies, private agencies and the general public, work in a collaborative and team-oriented manner with management, other County employees and offices/departments, communicate, orally and in writing, and interact with the public, employees and others in a professional, respectful and courteous manner, understand program objectives in relation to departmental goals and objectives, understand laws, regulations, rules and policies governing program operations, use and understand basic budget and grant monitoring, administration and reporting applications, techniques and procedures, use and understand basic County and departmental accounting, purchasing, invoicing, inventory and financial reporting procedures, respond promptly to requests and inquiries from the public, employees and others within established standards, guidelines, policies and procedures, maintain a complex filing and database system, compose correspondence from general instructions, prepare, coordinate, collect, compile, analyze and utilize a variety of reports, records and data, manage and complete multiple tasks under fixed time lines, review and comprehend written materials, follow verbal and written instructions and pay attention to detail and accuracy, organize and prioritize work assignments and environment to maximize efficiency, learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology, adhere to and maintain strict standards of confidentiality, observe established lines of authority, adapt to changes in the work environment and deal with frequent change, delays and/or unexpected events, exercise sound judgment and decision-making skills within established standards, guidelines, policies and procedures, work in a professional, business-oriented environment according to all professional standards of ethics and decorum, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, accept responsibility and be self-motivated, demonstrate punctuality and observe established work hours, occasionally work outside normal hours as assigned, perform other duties as required or assigned.

***The successful applicant shall serve a 6-month probationary period, must join Teamsters Union and will 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 (Part 4) 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**