



CASCADE COUNTY

Job Vacancy Announcement

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

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Executive Assistant**
Schedule: **Full-time with Benefits**
Department: **County Attorney's Office**

Salary: **\$17.00 - \$18.00 per hour DOE**
Closing Date: **Open Until Filled**
Department Administrator – **Josh Racki**

Education/Experience/Training:

- Associates Degree in Business Management, Public Administration, Communication, Human Services or closely related field **and** two (2) years of administrative or general office experience.
- **Or** any equivalent combination of education and experience totaling four (4) years of general office or administrative experience.
- Experience with KRONOS Payroll System, and New World.

Certifications:

- Valid Montana driver's license.
- Must have or obtain within three (3) months of hire a Certificate of Commission to serve as a Montana Notary Public and maintain such Certificate current, valid and in good standing throughout the term of employment.

JOB SUMMARY

The Executive Assistant is responsible for professional and comprehensive organizational, administrative and technical support through participation and coordination as a productive and contributing member of the Cascade County Attorney's Office (CCAO) and the CCAO Administrative Team and the performance of technical, administrative and clerical support functions and activities for the Cascade County Attorney. This position requires strong organizational skills, attention to detail, accuracy, timeliness and the ability to maintain a high-level of confidentiality while dealing with highly sensitive law enforcement and personnel information. This position has responsibility in the general management, support, administration and implementation of ongoing activities related to protocol and compliance issues with regard to internal new employee orientation, support staff training, personnel management decisions, budget preparation, grant and contract tracking, utilizing KRONOS to track and approve employee time, managing all CCAO purchases and related invoices in New World, maintaining accurate records on HB640 referrals and generating required reports to the Montana Attorney General. The Executive Assistant is responsible for handling vendors, monitoring office supplies and inventory, furniture, electronics, and all other required CCAO equipment, as well as handling various meetings and events and is responsible for managing small projects and conducting research for the County Attorney upon request which requires the ability to organize, schedule, coordinate and work independently. The Executive Assistant responds to calls, emails and in-person visitors and assists in routing persons to the appropriate deputy county attorney or staff and handles trial arrangements for the CCAO and witnesses. This position contributes to a work environment that encourages positive staff morale, motivation, commitment and team building with the Deputy County Attorneys and staff, all branches of law enforcement, the judiciary, other County offices, departments and staff. Responsibilities also include personnel management support, guidance and training, protocol and compliance activities and other related duties as required or assigned to support CCAO operational needs. This position will function in a mid-management capacity with regard to clerical and administrative staff to include evaluation of such personnel, monitoring and reporting performance deficiencies and policy violations to the County Attorney, participating in and making recommendations with regard to employee discipline and corrective action activities and performance improvement plans. Must be able to pass background check and meet and maintain implemented or required security approvals for employment with the CCAO.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Provides professional level support services to the County Attorney and Chief Deputy County Attorneys, provides effective and efficient administrative, secretarial and technical support services to the County Attorney and Chief Deputy County Attorneys, participates and functions as a productive and contributing member of the CCAO team, encourages and contributes to a work environment that encourages positive staff morale, motivation, commitment and team building with the Deputy County Attorneys and staff, all branches of law enforcement, the judiciary, other County offices, departments and staff, assists in the general management, administration and implementation of ongoing activities related to protocol and compliance issues and makes policy development recommendations related to protocol and compliance issues with regard to internal new employee orientation, support staff training, personnel management decisions, budget preparation, grant and contract tracking, utilizing KRONOS to track and approve employee time, managing all CCAO purchases and related invoices in New World, maintaining accurate records on HB640 referrals and generating required reports to the Montana Attorney General, functions in a mid-management capacity with regard to clerical and administrative staff to include evaluation of such personnel, monitoring and reporting performance deficiencies and policy violations to the County Attorney, participating in and makes recommendations with regard to employee discipline and corrective action activities and performance improvement plans, handles vendors, monitors office supplies and inventory, furniture, electronics, and all other required CCAO equipment, as well as handles meetings, responds to calls, emails and in-person visitors and assists in routing persons to the appropriate deputy county attorney or staff, or takes messages, handles trial arrangements for the CCAO and

witnesses, works closely with the CCAO Civil Department on the hiring and termination processes for all CCAO employees and completes termination payout forms, assists the CCAO Civil Department in maintaining and ensuring that CCAO confidential personnel files are current and complete in accordance with CCAO/County policy and state of Montana retention laws and provides such files to supervisors/staff upon appropriate request, manages internal and external communications including reviewing and screening incoming/outgoing personal and confidential correspondence and telephone calls, accesses and works with highly sensitive law enforcement and personnel information while maintaining and adhering to strict confidentiality rules, regulations and standards, maintains calendars, pertinent databases, confidential files and systems and schedules/coordinates appointments for the County Attorney, maintains in good standing a current and valid Montana Notary Public Certificate of Commission and continues to function and serve as a Notary Public for CCAO related matters, manages small projects and conducts research for CCAO Administrative Team members upon request, maintains schedules and coordinates CCAO meetings for the County Attorney and the Deputy County Attorneys and staff, prepares reports, memos, letters and other documents, develops and coordinates plans and schedules to meet and accommodate unexpected situations and changing circumstances, communicates with other County personnel, agencies and the general public to coordinate activities and resolve problems, practices and encourages workplace safety and holds CCAO employees accountable to practice workplace safety, reads and analyzes incoming correspondence, memos, submissions and reports to determine their significance and distributes to the proper individual(s), prepares various forms for signature, coordinates projects, events and programs, mails and/or e-mails meeting information and agenda to members and those presenting and coordinates meetings/trainings with special speakers as assigned, assists in maintaining and updating various office standard operating procedures and policies, monitors and orders office inventory/supplies as needed or requested, performs other related duties as required or assigned to support CCAO operational needs.

Knowledge and understanding of: The responsibilities and functions of the CCAO, CCAO and County policies, administrative and clerical support functions, administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms and other office procedures and terminology, English usage, spelling, grammar and punctuation, supervisory methods and techniques, Microsoft Office Software, Word, Excel, Outlook, PowerPoint, Publisher, KRONOS, New World, internet and other computer applications related to the work, safety rules, procedures and practices.

Skill in: Customer service, typing, filing, data entry, advanced computer and organizational skills, use of office machines, word processing, professional and effective written and verbal communication, time management and organization, using tact, discretion, initiative and independent judgment within established guidelines.

Ability to: Perform a wide variety of public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines, establish effective working relationships with the Board of County Commissioners, Budget Officer/Grant Coordinator, Human Resource Director, other county departments, employees, Federal and State agencies, private agencies and the general public, function and serve as a Montana Notary Public, communicate in a professional and effective manner with others in both technical and non-technical terms orally and in writing, prepare accurate and reliable reports containing findings, recommendations and technical documentation, organize tasks and work environment to maximize efficiency, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, proficiently operate a computer to complete required job duties, quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, meet challenges with resourcefulness through original thinking and creativity, identify, analyze and address problems and trends in a timely, efficient and equitable manner, adapt to interruptions, equipment failures, unusual demands or changing priorities, handle confidential and sensitive information, coordinate, analyze and utilize a variety of reports and records, employ and enforce safety practices and procedures, occasionally work outside normal hours as assigned, respond promptly to requests for service and assistance from the public and various office personnel, demonstrate punctuality and observe work hours, work collaboratively with management and co-workers, observe established lines of authority, maintain concentration during frequent interruptions, manage and complete multiple tasks under fixed timelines, follow verbal and written instructions, make independent decisions, accept responsibility and be self-motivated, analyze and compile information, read and comprehend materials, identify problems that adversely affect the organization and its functions and make positive recommendations for improvements, interact with the public or other employees in a professional, respectful and courteous manner, interact with challenging individuals and display sound judgment under stressful situations, work with individuals of varying and diverse backgrounds in a professional, respectful and courteous manner, adapt to changes in the work environment and deal with frequent change, delays and/or unexpected events, accept responsibility and be self-motivated.

The successful applicant shall serve a 6-month probationary period 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