



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: **Administrative Assistant**
Schedule: **Full-Time with Benefits**
Department: **Aging Services**

Salary: **\$17.25 per hour**
Closing Date: **Open Until Filled**
Department Administrator: **Kim Thiel-Schaaf**

Education/Experience/Training:

- High School Diploma, GED or HSE and two (2) years of clerical or secretarial experience required.

Certifications:

- Valid driver's license issued by the State of Montana or be able to obtain one within thirty (30) days of hire.

JOB SUMMARY

The Administrative Assistant for the Cascade County Aging Services Department (Aging Services), Senior Nutrition Program (Program), provides a variety of administrative and clerical tasks in support of program goals and functions such as answering telephone calls and taking messages, greeting the public in the office, preparing correspondence, researching and preparing reports, scheduling and coordinating meetings and trainings, running errands, performing internal and external customer service, maintaining filing systems and databases, monitoring and ordering supplies, gathering and providing information, tracking volunteer hours, directing and responding to questions and inquiries from the public and other agencies. This position will also assist the Senior Nutrition Program Manager (Manager) with intakes, public speaking and relations, volunteer recruitment and retention, purchase orders, monitoring budgetary and grant expenditures, perform meal delivery to clients on a route for Meals on Wheels and/or assists with service when and as needed, and perform other related duties and activities as required or assigned in order to ensure the efficient operation of the Senior Nutrition Program.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Performs 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; Primarily responsible for all Senior Nutrition data entry into the Department of Public Health and Human Services (DPHHS) Capstone data base; Primarily responsible for tracking statistics needed for the quarterly United Way Grant Reporting; Maintains client files and assist with updating nutrition surveys annually as required by the DPHHS contract; Receives and distributes incoming mail and process outgoing mail and copy, package and distribute a variety of materials 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 Senior Nutrition and handles requests for information in accordance with the procedures and parameters established by the Director and Manager while adhering to and maintaining strict confidentiality of sensitive material; Sets up, works with and maintains 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 guidelines and procedures; Composes, types and edits a variety of professional correspondence, reports, memorandum and other materials and documents for review by the Manager and/or Director, which may include ongoing paperwork for grant funds and public relations or news releases; Performs a variety of secretarial duties including responding to various inquiries and complaints from other departments, 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.); Maintains Senior Nutrition calendars and schedules meetings, appointments and training sessions for Senior Nutrition personnel and staff; Monitors supply and equipment inventories and needs to ensure that Senior Nutrition is stocked with necessary supplies and equipment according to established procedures; Performs routine administrative work in keeping official records which may include monitoring and balancing various accounts, assisting with payroll and grant requirements and reporting; Attends meetings, workshops, seminars, conferences and training/educational sessions to keep updated on changes is assigned areas of departmental responsibility; Researches, organizes and coordinates a variety of special reports, summaries and related materials as assigned, monitors and tracks volunteer hours; Performs a variety of miscellaneous duties such as picking up and delivering supplies and equipment for activities and trainings, setting up rooms for meetings and training sessions and preparing necessary invoices and purchase orders; Responsible for gathering financial paperwork, payments, and other paperwork that needs to be taken to the main office; Responsible for securing office and office files at the end of each day; Updates website using Content Management System (CMS) Web Editor to assist in managing online content for client usage; Maintains route logs and other materials needed for daily meal distribution and assists Manager with ensuring that the route paperwork is updated and ready for the next service; Verifies and ensures accuracy of accounting source documents such as vendor invoices and receipts and follows established charts of accounts to ensure payment of bills and record keeping in compliance with supervisory direction; Handles organizational monies in preparation for accountants and treasurers; Performs meal delivery to clients on a route for Meals on Wheels and/or assists with service, when and as needed; Drives vehicles in all types of weather and terrain in a proper and safe manner; Collects donations and reports donations according to Department policy; Performs other related duties as required or assigned.

Knowledge and understanding of:

Computers, electronic data processing, modern office equipment, 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; Grammar, spelling and punctuation; Microsoft Office software including Word, Outlook, Excel, PowerPoint, Publisher, Internet and other computer applications and programs related to departmental functions and activities; County/Aging Safety rules, procedures and practices; County/Aging policies, procedures, standards and guidelines; Confidentiality rules, procedures and practices; Professional office protocols when interacting with the public, County personnel and personnel from other agencies; Safe operation of motor vehicles and driving practices that include being courteous to other drivers and operation of the vehicle; Following directions and ascertaining locations throughout Great Falls and surrounding community.

Skills in:

Typing, filing, data entry, computer and organizational skills, use of standard office equipment such as computer terminals, copy machines and calculators; Computer software applications including Microsoft, Adobe, WebEx, Zoom, and databases; Basic website development and graphic design; Customer service; Effective and professional written and verbal communication; Time management, accuracy, attention to detail and organization; Establishing and maintaining positive working relationships with other County departments, employees, Federal and State agencies and the general public; Understanding and following motor vehicle driving practices and laws; Following driving route and maintaining timely schedule; Observation of clients and their surroundings; Public relations.

Ability to:

Proficiently operate a computer, use and understand common databases, spreadsheets, and word processing applications and learn specialized computer applications to complete required job duties; Perform a wide variety of administrative support, public relations and customer service tasks with accuracy and speed under the pressure of time-sensitive deadlines; Establish and maintain professional and effective working relationships with co-workers, other County offices/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; Read, review and comprehend written materials; Follow verbal and written instructions and pay attention to detail and accuracy; Identify discrepancies or inaccuracies in data and make corrections; Collect and organize accounting data, interpret its significance and prepare accurate reports; Search for, select, compile and summarize data and information and present numerical data effectively; 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; Drive vehicles in a safe and prudent manner; Ascertain changes in clients' behavior and/or living conditions; Follow directions from routing form to find location of clients; 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 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