



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: **Planning & GIS**

Salary: **\$13.67 per hour**
Closing Date: **Open Until Filled**
Department Administrator: **Charity Yonker**

Education/Experience/Training:

- High School Diploma, HSE or GED **and** 3 years of clerical/secretarial experience.

Licenses/Certifications

- Must possess a valid driver's license issued by the State of Montana.

POSITION DESCRIPTION: The Administrative Assistant (Assistant) at the Cascade County Planning Department (Planning Department) and the Cascade County Geographic Information System Department (GIS Department) performs receptionist duties and a variety of administrative tasks in support of departmental goals and functions which includes answering and routing phone calls, typing correspondence, maintaining the filing systems and databases, gathering and providing information, directing and addressing public questions, and performing activities to support office operations. This position serves as sole clerical, administrative and logistical support for meetings, presentations and other trainings, including assisting the Planning Department by taking minutes as needed, producing agendas and other materials for mailing, facilitates video conferencing, manages website content, facilitates web based meetings on formats such as Microsoft Teams and Zoom, provides clerical support for reports, agendas, surveys and other distribution materials, logistics for events, meetings, presentations, maintaining calendars and other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: Performs receptionist duties and a variety of administrative tasks in support of departmental goals and functions which includes receptionist/office support, which includes tasks such as answering and routing phone calls, typing correspondence, maintaining filing systems, maintaining databases, gathering and providing information, directing and addressing public questions in a professional manner, communicates effectively with supervisors, co-workers, all County employees and the public, performs activities to support office operations and serves as the first point of contact for telephone inquiries and visitors to the office, screens 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, agendas, reports and forms to produce accurate documents, prepares incidental correspondence regarding notifications of board appointments, provides support to other personnel for ordering supplies and other needs as well as entry of purchase orders and invoices, 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, maintains and updates electronic mailing lists, reviews documents, forms, data and files to ensure accuracy and completeness and submits materials to the clerk and recorder's office for filing when appropriate, assists in preparing materials for Planning Board, Zoning Board of Adjustment, and other Planning Department meetings, updates the Planning Department calendar using Outlook and County website, coordinates with Department staff to notify the media and Board members of Board agendas and meetings and ensures website postings comply with Montana's open meeting notification requirements, prepares county facilities in-person and web-based meetings as needed, sorts and distributes department mail, serves as the first point of contact for telephone inquiries and visits to the office, responds to incidental requests for information and/or directs and addresses public questions to the appropriate department or staff, reviews newspapers, identifies and files County-related articles published in the media, 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, attends every Planning Board and Zoning Board of Adjustment meetings to take minutes and record audio and/or video, maintains strict confidentiality, must be highly organized, detail oriented and able to multi-task and carry projects through to completion, works with grace under pressure and in stressful situations, performs other duties as required or assigned.

Knowledge and understanding of: Administrative support functions, English usage including grammar, spelling and punctuation, modern office equipment, practices and procedures, Microsoft Office software including Word, Excel, Internet, Outlook Teams, other software or web-based applications such as Zoom and proprietary

web site maintenance software, County and Department rules, procedures and functions, safety rules, procedures and practices, professional office protocols when interacting with the public and elected officials.

Skill in: Interpersonal communication and customer service, strong critical thinking and problem solving, Microsoft Office Software, Word, Excel, Outlook, PowerPoint, Publisher, Internet and other computer applications related to departmental functions and activities, professional phone etiquette, written and verbal communication, time management and organization.

Ability to: Proficiently operate a computer and a variety of office equipment to complete required job duties, communicate information clearly and concisely with others both orally and in writing, follow verbal and written instructions, read and comprehend materials, analyze and compile information and pay attention to detail and accuracy, compile and produce accurate meeting minutes, manage multiple tasks and priorities with frequent interruptions under fixed timelines, establish and maintain effective working relationships with other employees and the general public, process, manage and maintain strict confidentiality in all aspects of the position, coordinate, analyze and utilize a variety of reports and records, employ and enforce safety practices and procedures, interact with the public or other employees in a professional, respectful and courteous manner, display sound judgment and decision-making skills within established policies and procedures in stressful situations, adapt to changes in the work environment and deal with frequent change, delays and/or unexpected events, meet challenges with resourcefulness through original thinking and creativity, work with individuals of varying and diverse backgrounds in a professional, respectful and courteous manner, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, respond promptly to requests for service and assistance from the public and various office personnel, demonstrate punctuality and observe work hours, work independently or as a team member with minimal supervision, work collaboratively with management and co-workers, accept responsibility and be self-motivated, observe established lines of authority, 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.

This position is covered and subject to the Collective Bargaining Agreement by and between Cascade County and Teamsters Union #2.

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