



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: **Technology**

Salary: **\$15.45 per hour**
Closing Date: **Open Until Filled**
Administrator: **Sean Higginbotham**

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.
- Must successfully pass and maintain any and all security approvals, clearances and certifications as required by the CCSO, including passing a criminal background check conducted by the CCSO.

JOB SUMMARY

The Administrative Assistant for the Cascade County Department of Technology (IT) performs a variety of technical and administrative tasks in support of department goals and functions such as preparing correspondence, performing internal customer service and researching and preparing technical reports. This position also performs clerical functions such as scheduling and coordinating training and meetings, taking meeting minutes, tracking inventory and software licensing, managing filing and databases, monitoring budgetary expenditures, monitoring and tracking contracts and software licensing termination and renewal dates, monitoring and ordering supplies, completing purchase orders and accounts payable batches, answering telephone calls, assisting with special projects and responding to information requests in accordance with established standards and performing other duties or activities as required or assigned in order to ensure and support the efficient operation of IT.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Performs routine clerical and administrative work answering telephones, referring messages, providing internal customer service, entering data and maintaining databases in accordance with standard operational procedures in support of IT functions and objectives; Processes department claims, purchase orders and invoices for payment, reconciles and pays monthly credit card statements and works with financial staff to resolve questions about accounts payable and receivable; Prepares invoices and tracks payments for telephone services and equipment for all County departments, including internal and external monthly billing, and prepares invoices and tracks payments for external billing for IT; Assists with special projects and researches and prepares technical reports as directed and assigned by the IT Director; Handles procurement of hardware and software throughout the County in accordance with established procedures; Consults with the IT Director to determine needs, researches products, contacts vendors, compares costs, creates purchase orders, places, receives and verifies accuracy of orders; Monitors and tracks contracts and software licensing termination and renewal dates; Receives, collates and distributes incoming mail and process outgoing mail and copy, package and distribute a variety of materials as requested and in accordance with established procedures; Set ups, works with and maintains a variety of files and records, including confidential 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; Composes, types and edits a variety of professional correspondence, reports, memorandum and other materials and documents for review by the IT Director as necessary to conduct and support County operations; Maintains IT calendars and schedule appointments for technology 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; Attends meetings, workshops, seminars, conferences and training/educational sessions to keep updated on changes in assigned areas of departmental responsibility; Makes travel, conference and training arrangements for IT staff; Performs 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 and setting up rooms for meetings and training sessions; Assists County employees with entering information on the County Website; Performs receptionist duties as needed; Performs other duties as required or assigned.

Knowledge and understanding of:

The responsibilities, functions and mission of IT; 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 tracking, report writing, application and use of basic statistics and other office procedures and terminology;

English usage, spelling, grammar and punctuation; Customer Service and telephone etiquette; Microsoft Office Software, Word, Excel, Outlook, PowerPoint, Publisher, internet and other computer applications related to IT functions and activities; Confidentiality policies, procedures, guidelines and standards; Cascade County Operations Manual Policies; County and IT safety rules, procedures and practices.

Skills to:

Typing, filing, data entry, computer and organizational skills, use of office machines and word processing; Effective and professional written and verbal communication; Customer service; Time management, accuracy, attention to detail and organization; Decision making and effective problem solving; Establishing and maintaining positive working relationships with other County departments, employees, Federal and State agencies, and private agencies.

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 customer services tasks with accuracy and speed under the pressure of time-sensitive deadlines; Work in a collaborative and team-oriented manner with management, other County employees and offices/departments; Communicate, orally and in writing, and interact with employees and others in a professional, respectful and courteous manner; Use and understand basic budget and grant monitoring, administration and reporting applications, techniques and procedures; Use and understand basic County and IT accounting, purchasing, invoicing, inventory and financial reporting 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; Successfully pass and maintain any and all security approvals, clearances and certifications as required by the Cascade County Sheriff's Office (CCSO), including passing a criminal background check conducted by the CCSO.

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.

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