



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: **Extension Office**

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

At a minimum, all qualified applicants must have:

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 the ability to obtain within 30 days from date of hire.

JOB SUMMARY: The Administrative Assistant at the Cascade County Extension Office provides a variety of administrative and clerical tasks in support of office goals and functions such as answering and routing telephone calls, taking messages, greeting the public in the office, preparing correspondence, performing internal and external customer service, maintaining filing systems, maintaining databases, gathering and providing information, directing and responding to questions and inquiries from the public and other agencies and performing other related duties as required or assigned. in order to ensure the efficient operation of the office.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: Primarily assists with 4-H and Extension programs as requested by personnel, responsible for securing office and office files at the end of each day, screens visitors, telephone calls, mail and messages directed to office personnel, receives requests from the public for office-related information and provides such information or directs requests to other appropriate department or other county personnel, updates website using CMS web editor to assist in managing online content for client usage, receives and addresses inquiries and complaints from the public, prepares correspondence, memoranda, reports, schedules and other time sensitive documents as requested by the office personnel, establishes and maintains computerized and manual filing systems by determining file-naming and organizational methods for data files to ensure accurate storage and retrieval capabilities, reviews documents, forms and data for accuracy, applies and adheres to 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, verifies and ensures accuracy of accounting source documents such as vendor invoices and receipts, follows established charts of accounts to ensure payment of bills and record keeping in compliance with supervisory direction, maintains a file and submits requests for W-9's as requested by personnel, handles organizational monies in preparation for accountants and treasurers, performs other related duties as required or assigned.

Knowledge and understanding of: Grammar, spelling and punctuation, modern office equipment, Microsoft Office software including Word, Excel, Publisher, Internet and Outlook, County and Office rules, procedures and functions, accounting principles, procedures and practices, safety rules, procedures and practices, confidentiality rules, procedures and practices, professional office protocols when interacting with the public, County personnel and personnel from other agencies.

Skills in: Operating standard office equipment such as computer terminals, copy machines and calculators, computer software applications including Microsoft, Adobe, WebEx and Zoom, customer service, basic website development and graphic design.

Ability to: Proficiently operate a computer to complete required job duties, organize and prioritize tasks daily; gather, compare and summarize data from a variety of sources, communicate information clearly and concisely both orally and in writing, read and comprehend materials, establish and maintain effective professional working relationships with other County employees and the general public, maintain strict confidentiality, interpret, apply and explain policies, rules and regulations, search for, select, compile and summarize data and information, handle a variety of administrative support tasks under fixed time deadlines, respond promptly to requests for service and assistance from the public and various office personnel, present numerical data effectively, adapt to frequent change, delays or unexpected events, identify discrepancies or inaccuracies in data and make corrections, collect and organize accounting data, interpret its significance and prepare accurate reports.

The successful applicant shall serve a 6-month probationary period and may 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