

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION:

Transportation Administrative Assistant

DEPARTMENT:

Road and Bridge

ACCOUNTABLE TO:

Road Supervisor

GENERAL STATEMENT OF DUTIES:

Clerical support, and assist in day to day responsibilities required to effectively administer the operations of the Blaine County Transportations Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain daily activities

Answering phone

Record keeping systems,

Budgetary

Personnel requirements;

Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

Provides information by answering questions and requests.

Anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications;

Be able to pick up and deliver parts

Perform housekeeping duties including but not limited to: sweeping, mopping & dusting of the office, main hallway & restroom.

Collection of new GPS points, integrating them into existing data sets to keep data current and maintain data

Maintain and track all MSHA (Mine Safety and Health Association) records and training

Coordinate the OSHA training with the county safety officer

Perform other related duties as required.

SUPERVISION RECEIVED:

Daily with the Road Supervisor

QUALIFICATIONS:

18 years or older

TYPICAL DUTIES

Under general supervision: Take and transcribe Board of Commissioners minutes, maintain budgetary accounting, revenue and expenditure records; enters data into computers; maintains bookkeeping records using BARS accounting system. Waits on front counter and assists in recording and filing of documents as needed. Telephone reception and legible writing skills are an absolute must; type, file, index, retrieve and return heavy books and operate all office machines and computers. Assists in the preparation and conducting of elections. As required will file and issue birth and death records, collect and receipt fees, balance daily transactions, and in general, adapt to all phases of work within the office and performs other related duties as required.

TYPICAL REQUIREMENTS

Must have a valid driver's license with an acceptable driving record and be insurable.

QUALIFICATIONS

Qualifications for this position will include previous proficient computer and software skills including word and excel programs; knowledge on legal documents; communicate orally and in writing; knowledge of legal land descriptions and related computations; laws pertaining to privacy; election laws and procedures, familiarity with reading and interpreting Montana Codes (MCA) preferred.

ABILITIES

This position requires the ability to work independently with little supervision, meet deadlines, maintain confidentiality with sensitive records and records protected by law; communicate effectively both verbally and in writing; follow verbal and written instructions; develop compatible effective working relationship with co-workers and other department personnel, and the general public (emphasis added). Possess telephone verbal skills and courtesy. Able to travel and attend training sessions and meetings.

PHYSICAL DEMANDS

Sitting at desk using keyboards for an extended period of time. Being on your feet for extended periods of time. Occasional lifting and carrying large books, boxes of paper, and other material, usually not more than 40 pounds.

HOURS OF WORK & DEPARTMENT

4 hours per day (1 pm to 5 pm Monday thru Thursday at Clerk & Recorder's Office)
8 hours (8 am to 5 pm Friday at Clerk & Recorder's Office)