

Administrative Assistant

Blaine County has an opening in the Blaine County Commissioner's Office for an Administrative Assistant. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY

POSITION DESCRIPTION

POSITION: Administrative Assistant

DEPARTMENT: Commissioner's Office

ACCOUNTABLE TO: Clerk & Recorder & Commissioners

SUMMARY OF WORK: Take audio and video recordings, transcribe Board of Commissioners minutes, manage digital and paper filing systems, prepare agendas, schedule conferences, meetings, and appointments, assist and manage special projects, document record retention, call for bids, and respond to information requests. Assist with budgetary accounting, accounting software, and enter data into the computer. Maintain the County oil and gas records. Help with all duties and activities of the elections. Maintain close and cooperative working relationships with supervisory personnel, other office personnel, and the public. Assists with indexing of the archived documents into the computer. Update and maintain the Commission website with agenda, meeting audio and video recordings, and announcements. Assist with all other office duties and special projects when required and as requested.

JOB CHARACTERISTICS

Nature of Work: This position performs duties requiring attention to accuracy, detail, and timeliness in processing and maintenance of records. Requires the ability to learn and retain substantial laws relative to the subject matter and be able to research the law when necessary. The position must be able to work extremely well with the public and work with frequent interruptions. Requires absolute ability to maintain confidentiality of sensitive information. Breach of confidentiality laws will result in immediate dismissal. Will be required to work overtime hours during election cycles and occasionally at other times specified by office workload. Hazards of the position include lifting of heavy boxes, books, equipment, and hand indexing.

Personal Contacts: Must work daily in very close proximity in an office area with other employees. Continuous and harmonious interaction with other office employees is necessary and required. The position requires contact with the public in the office and over the phone. There is frequent interaction with other county departments and the public.

Supervision Received: Supervision from the Clerk & Recorder and Commissioners as needed.

Essential Functions: Sitting at a desk and using a keyboard for an extended period. Being on your feet for extended periods of time. The position requires the ability to: communicate orally and in writing; read, learn, and understand laws, legal land descriptions, and regulations pertinent to these and other office matters. Computer,

scanner and ten-key operation and competency; proper telephone communication skills; bookkeeping and accounting, daily office reports, and outside reports when required; legible handwriting; filing, indexing and retrieval materials; research records in digital format, paper format and historical books when required; aid in complete voting process, including lifting of heavy materials.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Meeting minutes, managing digital and paper filing systems, preparing agendas, scheduling conferences, meetings, and appointments, record retention, calling for bids, and assisting and managing special projects. Review and index archived documents. Refer to Essential Functions above.

JOB REQUIREMENTS

The successful applicant must be able to perform the following job requirements with or without reasonable accommodation.

Knowledge: Knowledge of modern office practices and procedures; administrative techniques and principles of organization; database, spreadsheet & word processing applications; record retention, legal land descriptions, basic bookkeeping and accounting, typing, ten-key and calculator. Ability to locate, read, interpret, and utilize Montana Code. Learn and apply election process. Present an agreeable, pleasant, and friendly demeanor when working with the public and others. Proficiency in Microsoft Office software and familiarity with local government procedures and policies. Knowledge of general accounting practices is a plus. Essential Functions detailed above are incorporated into Job Requirements by this reference.

Skills: Use of computer; calculator; typing, copy, fax, scanning and postage equipment. People oriented. Quick to learn and retain information. Willing to share workload for the benefit of the office. Cooperative and friendly with coworkers. Able to lead and teach when requested.

Abilities: This position requires the ability to: work independently with little supervision, meet deadlines, maintain confidentially with sensitive records and records protected by law; read and interpret Montana laws, and follow through legal matters; be flexible and do varied tasks; be highly organized; work with interruptions; calculate; maintain updated accurate records; prepare reports; work well with people; be self-motivated; accurately record information; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Possess telephone verbal skills and courtesy. Must be able to travel and attend training sessions. Ability to lift to 40 pounds.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma.
- Experience in office management practices and office procedures and in the use of computers, office machines, and basic accounting. This may be acquired in part through educational courses.
- Knowledge and use of Montana Codes Annotated

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties and completes special projects with minimal supervision.
- Accurately takes audio and video recordings and prepares meeting minutes.
- Maintains accurate and timely records.
- Effectively assists customers.
- Deals tactfully and courteously with the public.
- Provides accurate information to the public.
- Competently assists with elections.
- Observes work hours and is at work unless scheduled for time off, or absent due to illness.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Maintain the county Oil & Gas records.

**Administrative Assistant
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00. Modification of the work week is at the discretion of the supervisor.
Salary:	\$23.31 per hour: \$48,484.80 annually ***85% is for the first six (6) months: \$19.81 per hour ***90% is for month 7 to 12: \$20.98 per hour
Health Insurance:	County contributes \$1,200.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 9.07% Contribution by County
Vacation Leave:	Employee earns .0577 per hour(s) worked. Eligible for use after 180 days of continuous employment.
Sick Leave:	Employee earns .04615 per hour(s) worked. Eligible for use after 90 days of continuous employment.
Probationary Period:	Twelve (12) Months