

**SHERIFF'S OFFICE ADMINISTRATIVE ASSISTANT  
PART-TIME**

Blaine County Sheriff's Office has an opening for an Administrative Assistant (***PART-TIME – WILL WORK 25-30 HOURS/WEEK***). Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3<sup>rd</sup> 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](http://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**  
**Job Description**

**CLASS TITLE:** Administrative Assistant – Part-Time (25-30 hrs/week)

**DEPARTMENT:** Blaine County Sheriff's Office

**ACCOUNTABLE TO:** Sheriff - Undersheriff

**Work Unit Overview:** The Blaine County Sheriff's Office is a Law Enforcement Agency that operates 24 hours a day 7 days a week. Blaine County provides law enforcement and dispatch support for other law enforcement agencies, and fire and emergency medical services in the County.

**Job Summary/Breakdown:** The Administrative Assistant will have a multitude of jobs within the Blaine County Sheriff's Office. The Administrative Assistant will also be trained in Civil Process and the Sexual and Violent Offender Registry (SVOR), serving civil papers and verifying addresses of offenders at times. Personal communications skills are a must. In addition, the Admin. Assistant will be tasked with assisting in the concealed weapon application process, fingerprinting, records checks and possibly evidence management. Time permitting, there may be other duties assigned by the Sheriff/Undersheriff.

Position requires ability to communicate verbally and in writing; maintain confidentiality; answer the phone; operate a computer and other office machines. This position requires daily contact with the public, law enforcement, attorneys, etc. A background checks are required.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all—inclusive of all duties that the incumbent performs.*

- Sexual and Violent Offender Registry (SVOR)/CIVIL:
  - Know and be knowledgeable of civil law and civil paper procedures (training provided).
  - Know and be knowledgeable of SVOR laws, requirements, and registration procedures (training provided).
- Must achieve CJIN certifications.
- Make inquiries into various sources to obtain requested information of services by phone or computer automated communication equipment.
- Create and maintain automated and/or manual records to document public safety communications activities using various computer systems, databases and mapping applications for date entry and information retrieval.
- Maintain appropriate security and confidentiality of information created or encountered in the performance of assigned duties.

- **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.
- Completes work in an accurate and timely manner.
- Competently opens and closes county criminal and civil files and prepares necessary legal documents.
- Competently prepares complaints, warrants, summons, praecipes, petitions, motions, orders, briefs, subpoenas, notices, judgments, and dismissals.
- Maintains an updated calendar of court appearances and office appointments.
- Maintains absolute confidentiality of sensitive information.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with law enforcement, attorneys, supervisors, other County elected officials and employees, and the public.

**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 or equivalent diploma (GED)
- Experience in secretarial practices and office procedures and in use of computers, office machines, and basic bookkeeping.
- Upon hire, the job requires a **background check**.
- Job requires attaining and maintaining access certifications for criminal history databases and associated communications systems.
- The job requires knowledge of basic mathematics; the English language, spelling and word usage; law enforcement and emergency response terminology and procedures; and the geography of the county including the locations of towns, cities and communities, major and minor roadways/highway and like information.

- The job requires the ability to communicate effectively verbally with other parties under stress; react quickly and calmly in emergencies; handle situations firmly, courteously, tactfully and impartially; recall numerous details and essential information; and determine priorities.

**Working Conditions:** Duties are primarily performed in an office environment while sitting or standing at a desk or computer terminal. Some physical effort, including lifting 25/50lbs, is required. The Administrative Assistant must have visual, physical, and technical ability to independently use a computer, photocopier, scanner, and fax machine; require occasional stooping, kneeling, crouching; requires regular standing, walking, sitting, talking and hearing. Limited automobile driving and overnight travel when required.

**Blaine County Sheriff's Office**  
**Administrative Assistant**  
**Part-Time**  
**Position Fact Sheet**

Work Week: During normal business hours, M-F, 8:00 – 5:00, with a 1-hour lunchbreak.  
**Will work 25-30 hours/month**  
Modification of work week is at the discretion of the supervisor.

Salary: \$25.31 per hour

\*\*\*85% is for the first six (6) months:  
\$21.51 an hour

\*\*\*90% is for month 7 to 12:  
\$22.78 per hour

Health Insurance: County contributes \$1,300.00 towards health insurance. A variety of plans are available. 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

Pro-Rated  
Vacation Leave: Employee earns .0577 x number of hours worked per month  
(eligible for use after 180 days of continuous employment)

Pro-Rated  
Sick Leave: Employee earns .04615 x number of hours worked per month  
(eligible for use after 90 days of continuous employment)

Probationary Period: 12 months

**AUTHORIZATION TO RELEASE INFORMATION  
BLAINE COUNTY SHERIFF'S DEPARTMENT**

To Whom It May Concern: **APPLICANT NAME:** \_\_\_\_\_

I am an applicant for the position of **ADMINISTRATIVE ASSISTANT** with the Blaine County Sheriff's Department.

As an applicant I am required to furnish information for use in determining my qualifications and suitability. I realize that this agency will not release the information provided to them to any person, including myself. The information submitted to this agency is confidential and will be used only for investigating my suitability for law enforcement employment.

Toward this end, I authorize release of any and all information that you may have concerning me, including information of a confidential or privileged nature. I hereby authorize all my previous employers, physicians, and professionals who may have examined or treated me, friends, acquaintances, credit reporting services, public agencies, and all others, to furnish the Blaine County Sheriff's Department any and all information they may have concerning me. I authorize a criminal background check and release these records to the Blaine County Sheriff's Department.

I hereby release you, your organization, or others, from liability or damage which may result from furnishing the information requested. I further authorize that a photocopy of this form shall be for all intents and purposes, as valid as the original. I authorize you to retain a copy of this form for your files.

This release is valid for any information supplied within one (1) year of the date of my signature.

Signature of Applicant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Subscribed to and Sworn to before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Notary Public in and for said County of \_\_\_\_\_, State of \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Notary Public