



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: ADMINISTRATIVE ASSISTANT DATE OPENED: 6/12/2018

DEPARTMENT: SUPERINTENDENT OF SCHOOLS CLOSING DATE: 8/28/2018

If you have any questions about this position vacancy, call: (406) 758 - 5723

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:
TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 15.11 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 15.71 per Hour

2 YEAR STEP: \$ 16.34 per Hour

3 YEAR STEP: \$ 16.87 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

This position is scheduled for 20 hours per week. The standard schedule is Monday through Friday, 10 am to 2 pm, with some flexibility based on the needs of the office. This position is eligible for all County benefits on a pro-rated basis (i.e., sick leave, vacation leave, holiday pay, health insurance, retirement).

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Administrative Assistant	Job Code:	01020
Department:	County Superintendent of Schools	Pay Grade:	Std 18
Reports to:	County Superintendent	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The County Superintendent of Schools' Office serves the public and the school districts with statutory responsibilities outlined in **Montana Code Annotated**, as well as taxpayer and individual school district requests. It is elementary-and-secondary school specific, thus much of the work involved deals with federal, state, county, and local school laws and policies, school finance, reporting, and mitigation. The office maintains an open and customer service oriented environment. Accurate records and information are kept for public access.

Job Summary: The Administrative Assistant performs a variety of technical and administrative tasks in support of department goals/policy and statutory requirements for County Superintendents. Daily tasks are performed in an accurate and timely fashion at the request of the Superintendent. Routine duties are front desk and telephone communication, research and accurate response to informational requests, fingerprinting, clerical functions including assisting with special projects, managing file systems physically and electronically, taking meeting minutes, and creating spreadsheets and technical reports.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions but are not all-inclusive of duties that the assistant performs.*

- Maintain office confidentiality and adherence to all county and department policies.
- Provide welcoming, courteous, and accurate customer service—personal, telephonic, written, and/or electronic. Correct grammar usage and articulation are required since the County Superintendent of Schools' Office represents the education system.
- Research and become familiar with applicable school laws in **Montana Code Annotated** and **Administrative Rules of Montana**. Answer a variety of routine and semi-technical questions related to schools; answer inquiries for complaints which do not need law/policy interpretation or certain expertise. Information provided must be accurate and current. Use judgment in handling sensitive information and requests by adhering to confidentiality and privacy rules and regulations.

- **Perform routine secretarial, clerical and administrative work, including office inventory, office claims, receiving money, issuing receipts, answering phones, referring messages, providing customer service, directing public to appropriate sources, entering data and word processing in accordance with operational procedures of department functions, goals, and policy.**
- **Apply computer and keyboarding skills to compose and edit a variety of correspondence, reports, and research projects.**
- **Compose, type, and edit a variety of correspondence, reports, memoranda, and other material necessary to conducting office business and ensure that content is accurate and complete. This includes updating the department website, completing ongoing paperwork for business orders, OPI reporting, school communications, home school management, news releases to the newspaper or radio, and taking minutes at meetings.**
- **Prepare 8th grade graduation diplomas for rural schools.**
- **Maintain office space in an appropriate and efficient manner for optimal productivity and public presence. Ensure department is stocked with needed supplies and equipment according to established procedures and protocols. Be able to operate all equipment. Maintain library area.**
- **Maintain office file systems, clearly labeled and with dates, for all records and transactions. Set up and maintain subject matter, chronological, alphabetical, and/or numeric file systems according to department goals or Superintendent's request. Inform other staff of the filing systems in place for easy accessibility.**
- **Digitalize new and incoming records as directed by the department and county.**
- **Know Records Retention Schedule for the office and maintain—following state regulations for elimination of records and documents.**
- **Assist Superintendent with long-term and special administrative projects that require statistical research, project analysis, basic accounting, organizational statistics, and other similar research. Projects include, but are not limited to, an annual statistical report of schools, joint purchasing order for schools and partnering entities, notification system for home schools, database of teachers and certification dates, school elections, official registers of School Board Trustees, database for scholarship information.**
- **May receive and distribute incoming mail, and process outgoing mail according to established procedures to ensure proper parties obtain mail in a timely manner. Copy, package, and distribute a variety of materials as requested. Track costs.**
- **Fingerprint and process background checks for schools. Have comprehensive knowledge of the laws governing protected information and dissemination.**

- Research, provide documentation and background information as requested by the Superintendent, School Boards or the County for a variety of community, school-related presentations, meetings, and/or reports.
- Act as an administrative secretary for the Superintendent to schedule and arrange for rooms and prepare and distribute agendas for meetings, attend and take minutes, accept and record evidences, summarize and type minutes of meetings from electronic recording devices or handwritten notes, distribute minutes to appropriate persons, type public announcement for public release. Short travel to other work-related locations.
- Collect statistical data from schools. Collect office data on work output.
- Maintain an accurate calendar of office activity and personal office work.
- May perform routine administrative work for School Board Trustees in keeping official records, assisting with school elections, and in administering the Oath of Office for trustees, as the Superintendent's designee.
- May perform a variety of fiscal support and basic accounting duties such as, but not limited to, monitoring and balancing various office accounts, providing budget input particularly related to office equipment and supplies, and reviewing contracts and billing procedures.
- Know and apply updated best practices in all areas of responsibility as directed by the superintendent and the County Commissioners. Critique work on a regular basis for continued growth and accuracy with responsibilities.

Non-Essential Functions:

- Attend workshops, seminars and educational sessions to keep updated on changes in any school-related topics and/or departmental responsibilities.
- Perform a variety of miscellaneous duties such as running errands, picking up supplies needed for activities, making arrangements for use of county facilities, setting up tables and chairs, taking down, etc.
- Maintain, routinely clean, and troubleshoot office equipment to facilitate office operations by diagnosing and resolving minor problems, making small repairs to copiers and other equipment, and referring problems to contractors when needed.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Requires constant hands mobility for handling a variety of materials, keyboarding, filing, and equipment usage.

- Requires long periods of time sitting and less frequent time standing, lifting of boxes and equipment (up to 25 pounds), walking, some kneeling.
- Requires oral communicating and handwriting.
- Requires reading and comprehension of professional, work-related articles and manuals.
- Requires specific vision abilities including close vision, distance vision, color vision, peripheral vision and depth perception.
- Requires generally a low noise level in the office for minimal distraction to co-workers.
- Requires ability to concentrate when the office noise level increases due to public visitors.
- Requires some travel by car as requested by Superintendent.
- Requires travel to and from work in a variety of weather conditions.

Supervision Exercised: As the coordinator for a joint purchasing of paper and school supplies cooperative, the Administrative Assistant will have supervision over temporary help assisting with the paper order.

Knowledge, Skills, and Abilities:

The job requires **knowledge of:** (1) public service, (2) computers and office machines, (3) appropriate office practices, (4) principles of organization, (5) standard English language usage, (6) K-12 education system, (7) basic accounting, statistic collection, and analysis, and (8) research methodology.

The job requires **skills in:** (1) oral and written communication to include English language mechanics, syntax, and composition, (2) operation of computers and office machines, (3) data collection and processing, (4) organization, (5) basic accounting, and (6) research methodology,

The job requires the **ability to:** (1) work tactfully with the public in differing situations and within the office as a willing learner and team player, (2) accept input, increase knowledge base, and move forward, (3) readily acquire background knowledge of the current American education system and its effect on states, (4) maintain complex filing systems, (5) collect, compile, and analyze qualitative and quantitative data, (6) understand and explain basic Montana school laws, regulations, and policies, (7) manage time to maximize productivity and prioritize work assignments for completion in a timely manner.

Education and Experience:

The job requires education and experience equivalent to graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, basic accounting and bookkeeping and two (2) years of increasingly responsible related experience. Equivalencies include an associate's degree with course work in public administration, political science, accounting and one (1) year of related experience.

Action	Date	Reference
Adopted	7/1/14	Commissioners' Minutes