



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: OFFICE ASSISTANT DATE OPENED: 1/2/2018
DEPARTMENT: ROAD DEPARTMENT CLOSING DATE: 1/19/2018

If you have any questions about this position vacancy, call: (406) 758 - 5790.

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: Non Union

FULL TIME REGULAR
(YEAR ROUND POSITION)

PART TIME SEASONAL

TEMPORARY

IF APPLICABLE:
TRAINING WAGE: \$ _____ per _____

STARTING WAGE: \$ 14.80 per Hour

SALARY AT:

1 YEAR STEP: \$ 15.39 per Hour

2 YEAR STEP: \$ 16.01 per Hour

3 YEAR STEP: \$ 16.33 per Hour

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

SEE ATTACHED JOB DESCRIPTION. Additional information:

See attached position job description for duties.

* A proficiency test may be done at time of interview.

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: Office Assistant	Job Code: 16240
Department: Road	Pay Grade: Stnd 18
Reports to: Public Works Director	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Flathead County Road and Bridge Department maintains roads, bridges, and equipment. Other operations include, but are not limited to: installation and upgrade of signs, guardrail, culverts, repairs of road damage, clearing obstructions on roads and rights-of-way, striping of roads, crosswalks and walkways, rock raking, removal of trees that blow down, and sweeping roads. In addition, the office deals with budget issues, rights-of-way issues, encroachment permits, load limits, and a variety of public issues including road reviews for subdivisions, etc.

Job Summary: Provide administrative support services to department head and supervisors; and provide information directly to the public.

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

- Performs routine clerical and administrative work answering multiline phones, referring messages, receiving the public, providing customer service, entering data and word processing in accordance with standard operational procedures in support of department functions and objectives.
- Answer a variety of routine and semi-technical questions related to the functions, procedures, regulations, and programs of the department; answer inquiries for complaints which do not need policy interpretation or expertise. Handle requests for information appropriately and use judgment in handling sensitive information by adhering to department rules.
- Collect and assemble statistical data relating to departmental operations. Set up and maintain a variety of files and records and ensure that only authorized personnel have access to contents of files in accordance with operation procedures. Act as custodian of department documents and records.
- May perform a variety of fiscal support and accounting duties which may include monitoring and balancing various accounts; processing accounts payable claims; assisting with payroll operations; providing budget input particularly related to office equipment and supplies.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions:

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- Work is performed in an office environment attached to a heavy equipment shop which can occasionally subject the employee to loud equipment noise and mechanical odors.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

The job requires knowledge of:

- The operation of office equipment.
- The procedures involved in the accurate maintenance of files and records.
- The procedures used in the road department as these procedures pertain to the position's responsibilities.

The job requires skills and abilities to:

- Accurately post or record information and maintain filing systems.
- Deal with the public in a calm and courteous manner while exercising tact and diplomacy under occasionally stressful situations.
- Operate computer keyboards.
- Learn how to use the various software packages in the office.
- Establish and maintain effective working relationship with supervisor, co-workers, other county employees, representatives of public and private agencies, and the general public.
- Provide backup assistance to other positions in the office.
- Express ideas and convey information accurately, over the phone, or face to face.
- Read, understand, and follow oral and written instructions.

Education and Experience:

The job requires two years of office experience in a position with similar responsibilities; or successful completion of an on-the-job training program; or any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities listed.