



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Sheriff Office Receptionist DATE OPENED: 10/11/2017

DEPARTMENT: Sheriff's Office CLOSING DATE: 10/26/2017

If you have any questions about this position vacancy, call: (406) 758 - 5592.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: AFSCME - Non-Sworn

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ 16.11 per Hour

SALARY AT:

1 YEAR STEP: \$ 17.02 per Hour

3 YEAR STEP: \$ 17.96 per Hour

5 YEAR STEP: \$ 18.27 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](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.

<b>Job Title:</b> Sheriff's Office Receptionist	<b>Job Code:</b> 14570
<b>Department:</b> Sheriff's Office	<b>Pay Grade:</b> Sheriff 4
<b>Reports to:</b> Undersheriff	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving warrants and making arrests, and conducting criminal investigations. The mission of the Sheriff's Office is to maintain and improve the quality of life within the community by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment.

**Job Summary:** Performs administrative support and receptionist duties to the Sheriff's Office; performs a variety of clerical and minor administrative duties which are unrelated in kind and are auxiliary to the work of the Sheriff's Office; and performs related duties as 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.*

- Perform receptionist duties, including answering all incoming telephone calls and assisting walk-in visitors for the Sheriff's Office; sorts and distributes daily mail; independently schedule meetings or appointments.
- Answer a variety of routine and semi-technical questions related to the organization, functions, procedures, regulations, and programs of the Sheriff's Office after determining that information may be given; answer inquiries for complaints which do not need policy interpretation or expertise.
- Assists other office clerk positions, which may include processing warrants; entering incident reporting data and citations; civil assistance including receipting, checking status of civil papers for service date, process incoming civil paperwork.
- Compose letters, memoranda, correspondence, summaries, or notices from general instructions or in accordance with regulatory guidelines and accepted work procedures; assembles a variety of data; type and distribute materials according to subject matter or routing and mailing procedures.

**Non-Essential Functions:**

Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:**

- The employee is constantly required to use hands to handle objects and to keyboard.
- Frequently required to walk, sit, talk, and hear.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

- Work occurs in a normal office environment.
- The noise level of the building is usually moderate.

**Supervision Exercised:** This is a non-supervisory position.

**Knowledge, Skills, and Abilities:**

- Computers; electronic data processing; written and oral communications; database, spreadsheet and word processing applications.
- Basic understanding of office procedures and ability to understand and follow directions.
- Proficiently operate office machines.
- Maintain accurate documentation and record keeping.
- Communicate effectively orally and in writing.
- Be flexible in work duties and assist where needed.
- Establish and maintain effective working relationships with management, employees, and the public.
- Ability to deal with the public in a tactful, pleasant, courteous and diplomatic manner and to maintain the confidentiality of information.
- Ability to multi-task while working with little or no supervision.

**Education and Experience:**

The job requires education and experience equivalent to graduation from high school, formal coursework in secretarial skills and three or more years of general clerical work experience which includes working with personal computers.

Action	Date	Reference
Adopted	11/18/2008	Commissioners' Minutes
Revised	5/20/2013	Commissioners' Minutes
Revised	PENDING	