



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: OFFICE ADMIN COUNTY ATTORNEY

DEPARTMENT: COUNTY ATTORNEY

If you have any questions about this position vacancy please call: 406-758-5641

NUMBER OF POSITIONS OPEN: 1

FULL TIME     REGULAR  
(YEAR ROUND POSITION)

STARTING WAGE: \$26.22    per hour

PART TIME     SEASONAL

SALARY AT:

1 Year Step    \$27.27    per hour

2 Year Step    \$28.36    per hour

3 Year Step    \$28.92    per hour

TEMPORARY

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

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

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

OFFICE ADMINISTRATOR

NATURE OF WORK:

Positions in this class perform administrative and supervisory work in the administrative services unit of a department with primary responsibility as department budget fiscal and personnel officer, relieving the department head of administrative details directly related to the department programs, and supervising employees in the unit.

The tasks performed require employees to exercise considerable independent judgment and discretion in performing administrative tasks and advising the department head on policy formulation relating to the administrative services unit of the department and on overall department policies. Decisions made at this level affect the ability of the department to successfully achieve its mission and can impact department policy.

Work is performed under the general direction of the department head who holds the employee responsible for the effective administration of the department's business affairs. Assignments are received in the form of general policy instructions with the incumbent responsible for determining the best course of action required to implement administrative programs within legal and budgetary constraints. The employee is responsible for supervising the activities of two or more full-time staff. Work performance is reviewed by the department head for the quality of administrative assistance provided to the department and the effective supervision of subordinates.

Employees in this classification have extensive contact in person, in writing, and by telephone with the public, co-workers, other County departments, community groups and leaders, equipment and supply vendors, other affiliated professional offices, or public/private agencies related to the administrative affairs of the department.

Work is performed in an office environment and occasionally at other designated sites.

REPRESENTATIVE EXAMPLES OF WORK: (Only major tasks are identified for most positions; refer to position description for detailed listing of duties.)

Serves as budget officer for the department; provides advice to the department head on budget formulation and administration; prepares and administers department budget by forecasting future revenues and expenditures and preparing annual budget for review by department head; monitors budget and initiates transfers of funds to meet unexpected expenditures; establishes and maintains internal procedures; prepares periodic budget reports for Library Board; reviews and authorizes department payrolls.

Oversees and assumes responsibility for all accounting practices within the office; develops and implements new procedures in the office; reconciles total cash, disbursements and receipts monthly; reconciles bank accounts; establishes and maintains financial and accounting record

systems; directs and coordinates the activities of accounting clerk; prepares monthly, quarterly, and annual reports as required by department and Federal/State agencies; assists auditors by explaining transactions.

Serves as personnel officer for the department; approves personnel actions on behalf of the department head; interprets personnel and other policies and takes appropriate action; serves as department advisor on personnel and/or labor relations matters; supervises the maintenance of department personnel records and performs confidential work related to the implementation and administration of policies; conducts new employee orientation.

Prepares bid specifications independently or with assistance of department personnel; purchases office supplies, materials, and equipment; authorizes major repairs of office equipment; completes Worker's Compensation, accident, and insurance forms and approves claims; reviews insurance coverage and recommends changes in policies.

Negotiates and works cooperatively with County payroll, finance, and human resources departments.

Assists the department head by implementing or supervising the implementation of a non-administrative department program; relieves the department head of a variety of administrative tasks of a non-routine nature.

Plans, schedules, assigns, directs, coordinates, and evaluates the work of assistants; interviews, selects, hires, trains, evaluates, and terminates subordinates.

Performs related work as assigned.

**SELECTION FACTORS:** (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment.)

**Knowledge of:**

- \* budget preparation and administrative policies and practices.
- \* ability to analyze financial data and track revenues
- \* policies and practices of personnel administration.
- \* supervisory principles and practices.
- \* accounting or financial management terminology and procedures used in processing accounting and budget records on a computerized system
- \* standard office software and their functions

**Skill in:**

- \* use of 10-key calculators.
- \* Microsoft Office Suite products, specifically Word, Excel and Access
- \* strong math and accounting skills
- \* general office organization

**Ability to:**

- \*be detail oriented and work with tight deadlines and multiple tasks
- \* effectively plan, schedule, assign, direct, coordinate, and evaluate the work of subordinates.
- \* assist the department head by performing a variety of non-administrative tasks.
- \* develop or revise department policies and procedures, and train and supervise others in h implementation.
- \* prepare and present clear and comprehensive financial and statistical reports.
- \* establish and maintain effective working relationships with supervisor, subordinates, other County employees, representatives of public and private agencies, and the public.

**GENERAL RECRUITMENT INDICATORS:** (Person applying for a position in this class should have the following experience and/or training).

Three years of progressively responsible experience in an office which involved participation in the administration of budget and personnel policies, preferably including supervisory experience; or substituting coursework or training in budget or personnel administration, office management, supervision or a related area for up to one year of the experience; or any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities listed.

ACTION	DATE	REFERENCE
Adopted:	12/01/87	Commissioners minutes
Revised	07/17/06	Commissioners' Minutes
Adopted grade change per salary survey recommendation:		
	9/20/06	Commissioners' Minutes
Revised:	7/1/14	HR Salary Recommendation Transmittal Signed 5/28/214

