FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: OFFICE ASST III CO 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)

☐ PART TIME ☐ SEASONAL

☐ TEMPORARY

TRAINING WAGE:	$18.57	per hour
STARTING WAGE:	$19.51	per hour
SALARY AT:		
1 Year Step	$20.29	per hour
2 Year Step	$21.10	per hour
3 Year Step	$21.52	per hour

VISIT 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/

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

01060-003

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01060-003

Flathead County, MT
Range: Stnd 22
Code: 01060

OFFICE ASSISTANT III – County Attorney's Office

NATURE OF WORK:

Positions in this class will be responsible for providing the full spectrum of administrative support activities in a department, for serving as office coordinator in a smaller office, or for performing specialized and technical work in a section of a large department.

TASKS PERFORMED REQUIRE THE WORKER TO:

(1) Provides the full spectrum of administrative support activities to an administrator or two or more professionals and involves organizing and controlling the administrative support workflow for the administrator or professionals. Employees are also responsible for providing general administrative assistance to the supervisor relating to the department's program thus relieving the supervisor of administrative details. In offices with sizable workloads, positions may be assisted by positions at lower levels with this position responsible for coordinating the work; or, (2) perform specialized and technical work in a section or division of a department which involves in-depth research of laws, rules, or administrative procedures to resolve unusual or difficult problems assigned by a supervisor or referred by an employee in a lower level position. Employees in positions at this level serve as technical advisor to other employees in the work unit and are able to perform the duties of other positions in the work unit. Duties will also include training new employees in lower level positions and may involve preparing non-routine technical correspondence for the supervisor's signature.

Works independently, under the general policy direction of a supervisor and is reviewed for the effective coordination of assigned activities and for the quality of services provided to the supervisor or the public. Some positions may be responsible for training lower level assistants in this office.

Employees in this classification have extensive contact with the public in person, over the telephone, or in writing when providing administrative assistance to the supervisor and in performing the other duties of this position. This requires explaining the policies of the department to the public in a tactful and diplomatic manner.

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

DISTINGUISHING CHARACTERISTICS:

This is the third of a three-level series. Positions at this level are distinguished from positions at the lower level by the responsibility to organize and control the administrative support workflow or technical activities in an office, the level of administrative assistance provided to a professional or administrator, more comprehensive knowledge of laws and technical nature of work pertaining to the department which are used to resolve problems, and the responsibility for coordinating assigned activities.

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

As a secretary to two or more professionals, organizes and schedules the office support activities for the professional in order to assist the professional in thorough accomplishment of professional matters; prepares a wide variety of legal documentation including letters, memos, and litigation documents for professional's signature; maintains appointment calendars; ensures that proper documents are placed in files and that files are ready for professional's review; works closely with professionals, other support staff, other departments, and contact with the public.

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:

* the operation of typewriters or computer keyboards.
* the techniques required to organize and control the administrative support workflow in an office.
* the correct and effective use of English grammar.
* modern secretarial practices.
* legal terminology and techniques of the office.
* Word Perfect and Microsoft Word; Excel
* Adaptability for understanding numerous computer programs appropriate to law enforcement and courts.

Skills In:

* the rapid and accurate operation of typewriters or computer keyboards.
* the application of software packages in the office.
* the application of modern secretarial practices.
* the techniques required to organize, coordinate, and control the administrative support workflow in an office.
* dealing with the public and high level public or private officials in a tactful, pleasant, courteous, and diplomatic manner, and to maintain the confidentiality of information.

Ability to:

* relieve the supervisor of administrative details with a minimum of supervision and with only general direction.
* understand and execute oral and written instructions and to apply extensive guidelines to widely varied situations.
* express ideas clearly and concisely in writing and verbally.
* establish and maintain effective working relationships with supervisor, co-workers, and other county employees, and the public.
* learn within a reasonable period of time the policies and programs of the department.
* deal with the public in a pleasant and courteous manner.
* react positively to difficulties as they affect staff or clients.

* operate computer programs in data base management and word processing.
* work independently with little supervision and direction.
* general knowledge of office procedures, record keeping, and interpersonal relationships.

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

Two years of secretarial or similar office assistance work which involved a considerable amount of public contact in explaining the policies and programs of an organization; 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.

POSITION DESCRIPTION

Review reports; draft documents (pleadings) for professionals review; answer phones; answer questions from the public; work with witnesses and victims; maintain files; work with various programs entering information and searching for information; organization of files.

NOTE: Other pertinent requirements may be added for any position in accordance with particular requirements of the individual department.

Action	Date	Reference
Adopted	09/21/05	Commissioners' Minutes
Adopted grade change per salary survey recommendation:		
	9/20/06	Commissioners' Minutes
Revised:	7/1/14	HR Salary Recommendation Transmittal Signed 5/28/2014