

Jefferson County: Jefferson County is seeking a permanent, full-time administrative assistant. This position will be the primary administrative support for the road department and may assist other county departments located in the central shop building to include weed, central shop and solid waste for approximately 20-24 hours per week. This position will also assist the clerk and recorder's office for the remaining 16-20 hours per week by processing records and documents. The road position requires knowledge and experience with modern office management and will be responsible for maintaining and assisting with budgets and budget preparation. Must have knowledge of financial and accounting practices, Microsoft Office/WordPerfect and the Internet. Must be able to lift up to 75 pounds and have the ability to push/pull objects weighing up to 150 pounds; may occasionally handle herbicides, spray equipment and receive/account for cash payments. Must communicate effectively orally and in writing with correct grammar and composition. Under the clerk and recorder's office, this position will be required to process various department's documents accurately and efficiently, which includes scanning and computerized indexing of records. Position will provide assistance with research of records and provide copies and information upon request. Position will maintains documents per local government records retention schedules and will maintain data and records management functions to ensure accessibility, security, and accuracy of essential program data. Position will work with supervisor to establish procedures for data collection and transfer and will monitoring data management systems to ensure effectiveness and compliance with retention and disposal requirements. These skills may be demonstrated through education, experience, training or a combination of all three. High school diploma with one year experience in general office practices and accounting experience preferred. Starting salary - \$16.42/hour or more, DOE/Q. Please submit, county application and resume to Kellie Doherty, Human Resource Department, PO Box H, Boulder, MT 59632 by 5pm on September 20, 2019. County applications are available on the web-site, www.jeffersoncounty-mt.gov or directly from the Human Resource Department, 406-225-4010. Incomplete applications materials will not be processed. Jefferson County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks and structured oral interview. Jefferson County is an equal opportunity employer.