

## **Administrative Assistant—MSU Extension - Broadwater County**

Broadwater County is seeking qualified applicants to fill the position of Administrative Assistant. This is a permanent position working 32 hours per week in the MSU Extension Office in Broadwater County. It provides support to the Extension Agent for educational outreach programs and Broadwater County 4-H. The wage is \$12-14/hr. DOE, and includes health insurance and other benefits.

Applicants must be able to pass a background check. Applications and a copy of the job description can be obtained in the Accounting Office at the Broadwater County Courthouse, 515 Broadway, Townsend, 406-266-9202, or by emailing [\*\*mbeebe@co.broadwater.mt.us\*\*](mailto:mbeebe@co.broadwater.mt.us). Applications and resumes must be received by 5:00 pm on June 1, 2018. Position is open until filled.

*Broadwater County is an equal opportunity employer. Broadwater County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities. Veterans and Disabled preferences are applicable.*

## **BROADWATER COUNTY Job Description**

**CLASS TITLE:** Administrative Assistant – Broadwater County Extension

**DEPARTMENT:** Montana State University Extension

**ACCOUNTABLE TO:** Broadwater County Extension Agent

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, performs a wide variety of secretarial work of moderate complexity. In addition, coordinates, plans, conducts, and evaluates County 4-H Youth Development programs as appropriate. Work varies utilizing individual judgment within prescribed standards and procedures.

**DESCRIPTION OF OFFICE:** The MSU Extension Office in Broadwater County extends unbiased research-based knowledge from the university to the public. Extension provides every resident access to relevant information and educational opportunities such as public services, workshops, community meetings, educational resources and more in the areas of 4-H youth development, agriculture, natural resources, horticulture, community development and family consumer sciences.

### **ESSENTIAL JOB FUNCTIONS:**

- Physical requirements include prolonged sitting, bending, stooping, and lifting up to 35#s (greater with assistance);
- Traveling may be required where exposure to inclement weather of heat, cold, rain and snow may occur; Must be able to get in and out of a vehicle;
- Must possess a valid Montana Operator's license.

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Types and files statements, correspondence, and other material;
- Provides information to public;
- Receives telephone calls and visitors, routes incoming and outgoing mail, arranges meetings, sends meeting notices, and records minutes;
- Operates photocopiers and other office machines, and computer terminal input;
- Composes correspondence, processes office and department documents and records;

### **MAY PERFORM SPECIFIC DEPARTMENT DUTIES THAT MAY INCLUDE:**

- The maintenance and balancing of small amount of cash, collecting and accounting for fees and charges, or representing County Extension;
- Preparing reimbursement claims, scheduling use of facilities within established policies, preparing and sending bills and notices as required;
- Follows up on collection, processes routine license applications, determines eligibility of applicants for department programs, registration of applicants, and provides assistance as required;

**CLASS TITLE:** Administrative Assistant – Extension (continued)

- Assists with out-of-office programming may be required;
- Develops and disseminates marketing material including fliers and newsletters in cooperation with the Extension Agent as part of public relations and general awareness for programs.
- Maintains office website.
- Position requires substantial contact with the public and fellow employees requiring tact and diplomacy; Confidentiality is essential;
- Hazards and discomforts are minor and controllable;
- Performs such other duties as may be assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school or its equivalent supplemented with office experience and background in Extension and 4-H Youth Development programs helpful; some college desirable;
- Two (2) years of secretarial work experience, working with 4-H Youth Development or other youth programs as a leader desirable;
- Computer skills required;
- Must possess a valid Montana Operator's license.

**EXAMPLE OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Typing is accurate, files maintained in an orderly and appropriate manner, and assigned duties are carried out effectively and efficiently;
- Assigned funds are accounted for within defined procedures;
- Establishes and maintains effective working relationship with fellow employees, superiors, other government agencies, and the public;
- Requires extensive reading to keep current on new projects, activities, and information related to 4-H Youth Development Programs;
- Assists Extension Agent in coordinating numerous county 4-H Youth Development events such as 4-H club and project activities, school enrichment programs and Fair;
- Assists in compiling necessary enrollment records and reports of 4-H Youth Development activities and events;
- Performs other duties as may be assigned.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Revised 5-8-18**

**BROADWATER COUNTY**  
**EMPLOYMENT APPLICATION**  
*AN EQUAL OPPORTUNITY EMPLOYER*

The information contained on this form is sought in good faith.

It will not be used in any way to discriminate against any applicant for employment in violation of state and federal law.

**IMPORTANT:** Please type or print in ink. You may respond to sections 4 through 7 on separate sheets of paper if all relevant blocks are completed and the same format is followed. On each sheet write your name and job title for which you are applying. You may submit a legible photocopied application. If you photocopy your application, leave sections 1, 2, and 3 blank and complete these sections each time you apply. You must sign and date in ink each application you submit. LATE, INCOMPLETE or UNSIGNED applications will not be considered.

**PLEASE READ THE JOB VACANCY ANNOUNCEMENT CAREFULLY TO FIND:** (a) what attachments must be submitted (supplement questions, transcript, Employment Preference Form, etc.); (b) where to submit your application; (C) the required special qualifications or licenses; and (d) the closing date for receipt of applications. An application tailored to the position is to your advantage.

Under state and federal law, qualified applicants with disabilities are entitled to **reasonable accommodations**. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed.

**Employment Preference: The Veterans' Employment Preference Act** and the **Persons with Disabilities Employment Preference Act** provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, available through your local Montana Job Service. The applicant must indicate at the bottom of page one of this application form that the necessary documentation is attached. Contact your local Montana Vocational Rehabilitation Services Office (Department of Public Health and Human Services) for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service.

1. Name \_\_\_\_\_  
Last First MI

Social Security No. \_\_\_\_\_

Address \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

Phone No. \_\_\_\_\_  
Work Home

2. What position are you applying for?  
(Please see Job Vacancy Announcement.)

Department \_\_\_\_\_

Position Title \_\_\_\_\_

Job Location \_\_\_\_\_

3. My signature below certifies that all information on this and all attached pages (checked below) are true, correct and complete to the best of my knowledge and contain no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify me from consideration for employment with the County or, if hired, may be grounds for termination at a later date. Employers may be contacted as references. In the spaces below, I have checked attachments, including those required in the job announcement.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Responses to Supplement Questions        | <input type="checkbox"/> Transcript        | <input type="checkbox"/> Typing/Ten-key Certification     |
| <input type="checkbox"/> Employment Preference Form/Documentation | <input checked="" type="checkbox"/> Résumé | <input type="checkbox"/> Additional Employment Experience |
| <input type="checkbox"/> Other (please specify) _____             |  |   |

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

4. EDUCATION: You may respond to this section on a separate sheet of paper (on each sheet write your name and job title for which you are applying) if all relevant blocks are completed and the same format is followed.

*High School Name and Address*

Received Diploma or Equivalency Certificate?                      Yes                      No

If you chose "No" above, please enter the highest grade that you completed \_\_\_\_\_

College, University, Other Schools & Training Courses Name and Location	Dates Attended	Degree/ Certificate Received?	Degree/ Certificate Date	Major/ Minor Field	Credits Earned- Indicate Quarter or Semester Credits

5. List current Professional Licenses, Registration, or Certifications (engineering, medical, CPA, etc.)

Licensing Agency: Name and Location	Type of License	Endorsement/Restriction (If Applicable)	Date Licensed

6. List other skills, education, experience and abilities below. You may also include a list of equipment that you know how to use. (If you need more space, continue on an attached sheet of paper.)


7. **EXPERIENCE:** List your work and/or volunteer experience with emphasis on experience that is relevant to the position for which you are applying. **Begin with your present or most recent experience.** Include military service that would help you qualify. You may continue this section on a separate sheet of paper if all the same format is followed. Include your name and the job title for which you are applying on each sheet. *This information must be completed even if a resume is submitted.*

**Notice to applicants:** Information that you provide on this application is subject to verification. Previous employers may be contacted as references.

Do you want to be informed before we contact your present employer?      Yes      No

*Name & Complete Address of Employer*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Immediate Supervisor(s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Avg. Hrs. Per Week \_\_\_\_\_ Total Time Employed \_\_\_\_\_ Yrs/Mo \_\_\_\_\_  Full-Time  Part-Time  Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

*Name & Complete Address of Employer*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Immediate Supervisor(s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Avg. Hrs. Per Week \_\_\_\_\_ Total Time Employed \_\_\_\_\_ Yrs/Mo \_\_\_\_\_  Full-Time  Part-Time  Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

(EXPERIENCE - continued from item 7...)

*Name & Complete Address of Employer*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Immediate Supervisor(s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Avg. Hrs. Per Week \_\_\_\_\_ Total Time Employed \_\_\_\_\_ Yrs/Mo \_\_\_\_\_  Full-Time  Part-Time  Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

*Name & Complete Address of Employer*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Immediate Supervisor(s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Avg. Hrs. Per Week \_\_\_\_\_ Total Time Employed \_\_\_\_\_ Yrs/Mo \_\_\_\_\_  Full-Time  Part-Time  Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

~~—READ CAREFULLY—~~  
Do Not Write On This Page

Please make sure all required information is included (see job vacancy announcement).

1. Did you sign and date your application?
2. Have you read the job announcement to see what attachments must be submitted?
3. Have you checked boxes in Section 3 to indicate what attachments you have included?
4. Did you indicate the specific Position Title and Position Number in Section 2?
5. Did you include a complete address for each employer listed in Section 7?
6. If you are claiming Veterans Employment Preference or Persons with Disabilities Employment Preference, have you completed and attached the Employment Preference Form and Documentation?
7. Did you attach all the application materials required by the vacancy announcement?