

**BROADWATER COUNTY**  
**Job Description**

**CLASS TITLE:** Administrative Assistant

**DEPARTMENT:** Environmental Health, Community Development and Commission

**ACCOUNTABLE TO:** Department Heads/Elected Officials

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, performs a variety of clerical work within the assigned departments; assists in department procedures and processes as assigned. Work varies somewhat but within defined standards and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Possesses the ability to meet the public and communicate with understanding and clarity;
- Work is performed in an office setting;
- Physical demands include standing, walking, bending, prolonged sitting, stooping, and lifting up to 35#s (greater with assistance)

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Work performed may include the typing of letters and other documents from copy, rough draft, or recording;
- Provides information and answers inquiries to members of the public/customers;
- Performing some routine bookkeeping, including posting of prepared data and verification of data entered;
- Answering telephone, emails and dispatching messages as necessary;
- Maintaining records as assigned and maintaining department files;
- Prepares routine daily, weekly and/or monthly reports, may routinely receive funds;
- Responsible for materials and equipment requiring care;
- Position requires constant contact with public and/or fellow employees; and
- Performs other related duties as assigned.

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

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

- Graduation from high school or its equivalent;
- Some experience in an office with typing and some computer skills required;
- Proficient in Microsoft Office;
- Experience working with contractors and/or residential construction sites
- Possess a beginners understanding of Global Information System software such as ArcView or ArcGIS

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

- Possess an ability to learn new software;
- Legal experience helpful;
- Experience characterizing soils
- Possession of a valid Montana Operator's License.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Waiting on customers, responding to inquiries, performing assigned duties accurately, efficiently, and following established standards and procedures;
- Other assignments may include typing, copying, scanning, and the issuance of permits;
- May be required to attend seminars and workshops in assigned responsibilities.
- Performs other assigned duties.
- Prepare agendas, take and transcribe minutes of Planning Board meetings, Board of Health meetings and other board meetings as required.

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

**Written 8/6/19**