

## for **EMPLOYMENT PREPARATION PHASE I**

### **JJOB POSTING FOR: ADMINISTRATIVE ASSISTANT**

#### **Job Overview:**

The Administrative Assistant works closely with the JMG State Director and provides support to the JMG program managers. The position requires performing a variety of administrative and clerical duties; coordination of office functions, records management, user support for computer software applications, customer service, reception duties and drafting written correspondence. This position requires a working knowledge of JMG, and Work Force Services Division goals, objectives, policies and procedures

#### **Essential Functions (Major Duties or Responsibilities):**

- Perform a variety of reception and administrative duties to include scheduling meetings, records management, managing the director's appointments and drafting correspondence.
- Provide exemplary customer service to clients using both verbal and written communication.
- Provide user support for JMG computer software applications.
- Provide information to JMG team regarding local labor market conditions, client needs and requirements.
- Perform other duties as assigned, including but not limited to faxing, scanning, printing, copying, data-entry, and note taking for meetings.

#### **Minimum Qualifications (Education and Experience):**

Education and experience equivalent to two years of high school business and/or English classes, plus six months of customer service experience. Computer experience required.

#### **Knowledge, Skills and Abilities:**

Knowledge of office computer applications; Microsoft Office Suite, Montana Career Information Systems (MCIS), and the Internet. Ability to acquire and continuously improve knowledge of various software applications. Must have the ability to assist customers in use of related software and troubleshoot basic computer problems.

Knowledge of office practices and procedures to include; spelling, grammar, and composition; basic accounting practices and procedures; basic research methods and current social and labor market conditions in the area.

Ability to acquire knowledge of program policies and procedures to include services provided by Jobs for Montana's Graduates, community resources, workforce partners; department programs, regulations and policies.

**To Apply:** Submit Cover Letter, Resume and Job Application to:

**Program Manager - IGNITE**  
**RE: Administrative Assistant**  
**DLI-JMG**  
**PO Box 1728**  
**Helena, MT 59624-1728**