



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

JOB POSTING FOR: ADMINISTRATIVE ASSISTANT

Job Overview:

Performs a variety of administrative, computer, technical and clerical duties in support of the office staff. Responsibilities encompass duties related to administrative and secretarial assignments, coordination of office functions, provision of user support for computer software applications, and performance of supportive service duties for all work units using knowledge of local office, bureau, division, department, and state goals, objectives, policies and procedures.

Essential Functions (Major Duties or Responsibilities):

1. Performs a variety of reception and administrative duties using knowledge of Jobs for Montana's Graduates, communication and computer skills.
2. Provides assistance to customers using knowledge of the Internet, Microsoft Office Software applications, and various other software packages as well as communication and public relations skills.
3. Provides information to JMG team using knowledge of local labor market conditions, employer needs and requirements, interviewing skills, as well as strong communication and public relations skills.
4. Performs a variety of program assistant duties for one or more programs operated by the local office.
5. Performs 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 one year of high school in business or a related field, and six months of various public contact experience. Experience with computers and various software applications is required.

Knowledge, Skills and Abilities:

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

Ability to acquire knowledge, within a reasonable period of time on the job, of departmental and work unit policies and procedures; services provided by Jobs for Montana's Graduates; community resources and services provided by workforce system partners; department programs, regulations and policies. Knowledge of office practices and procedures; business English, spelling, grammar, and composition; basic accounting practices and procedures; basic research methods and current social and labor market conditions in the area.

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

Program Manager - IGNITE

RE: [Job Title]

Email: kdelzer2@mt.gov