

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

***VACANCY ANNOUNCEMENT***

**~EXTERNAL/INTERNAL~**

**POSITION:** Clerical

**PROGRAM:** Clerical Pool

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street

**RATE:** \$10.00 – 12.29/per hour DOE

**HOURS:** 40 hours per week

**OPENING DATE:** Immediately

**CLOSING DATE:** Open Until Filled

**WORK SCHEDULE:** M-F 8:00 – 5:00

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form located at [www.hrdc7.org](http://www.hrdc7.org) along with Current Resume and Cover Letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

**JOB DESCRIPTION  
DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

**POSITION DESCRIPTION  
HUMAN RESOURCES DEVELOPMENT COUNCIL**

**POSITION IDENTIFICATION**

<b>Functional Job Description Title:</b> Clerical	<b>Department/Program:</b> Pathways
<b>Reports To (Title):</b> Supervisor and Program Support Assistant	<b>FLSA Status:</b> Non-exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Full-time
<b>Prepared By:</b> Bobbie Brekhus	<b>Revision Date:</b> March 2019

**POSITION SUMMARY**

Under the supervision of the Program Supervisor and Program Support Assistant and in accordance with the direction and mission of District 7 HRDC, the Clerical receptionist is delegated the responsibility of greeting and assisting clients and performing various clerical duties.

**MISSION OF ORGANIZATION**

Through its mission, HRDC empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

**ESSENTIAL JOB FUNCTIONS**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

**Clerical:**

- Cordially greets and assists clients; refer them to appropriate program or community resources.
- Answers phones in a courteous professional manner, directs calls to the appropriate staff.

- Notifies staff when clients arrive to meet with them.
- Maintains confidentiality of all clients and staff.
- Monitors the waiting room and ensures there are not excessive wait times for clients.
- Performs a variety of clerical tasks including:
  - Copying
  - Faxing
  - Risograph
  - Preparing work orders
  - Preparing outgoing mail using postage machine
  - Preparing bulk mail
  - Maintain inventory and order office supplies as needed
  - Room reservations
  - Data entry
- Maintains clean workspace daily:
  - Wipe counters
  - Wipe client computer area
  - Wipe play area and toys
- Delivers mail to the Post Office .
- Prepares monthly reports:
  - Postage
  - Risograph
  - Copier
- Attends Professional Development and training as required.

**Additional Knowledge, Skills and Abilities (KSA's):**

- Strong organizational, listening and communication skills, including both verbal and written are required.
- The employee must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude.
- The employee must be a team player to ensure overall program success.
- Prefer knowledge of local labor market information and employer expectations.
- Demonstrates professionalism in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased conduct.
  - Demonstrates positive and appropriate interactions with coworkers and management.

- Contributes to a harmonious and productive work environment.
- Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.

### **MINIMUM QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education and Experience:**

Minimum qualifications high school diploma or a combination of education and experience that would likely provide the required knowledge and abilities.

#### **License and Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_