

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Clerical Assistant

PROGRAM: Clerical Pool

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street, Billings MT

RATE: \$12.00 – \$15.07/ per hour DOE

HOURS: 40 hours per week

OPENING DATE: December 27, 2019

CLOSING DATE: January 17, 2020

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form located at www.hrdc7.org/employment along with current resume and cover letter to:

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

HRDC is an Equal Opportunity Employer



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Clerical Assistant	Department/Program: Clerical Pool
Reports To: Clerical Supervisor	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: 12/19

JOB SUMMARY

Under the supervision of the Clerical Supervisor and in accordance with the direction and mission of District 7 HRDC, the Clerical Assistant is delegated the responsibility for providing administrative and clerical support for various programs within the agency. This will be a float position, so in addition to providing clerical support, the Clerical Assistant will also cover front desk/reception personnel's lunches, breaks and sick and vacation leave.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 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-7 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 DUTIES

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.

- Provide clerical and administrative support to various programs within the agency.
- Cordially greet and assist clients, direct them to appropriate department/staff.

- Provide clerical services in an accurate and timely manner including typing and writing business letters as needed, proofread, copying, collating, filing and other general correspondence.
- Answer telephones in a courteous and timely manner, direct calls to appropriate staff, record and deliver messages as necessary.
- Maintain confidentiality of all clients and staff.
- Accurately input data into a variety of data bases and computer programs.
- Coordinate meeting and travel arrangements as needed.
- Maintain an overall knowledge of agency programs and departments.
- Assist in the overall mission of the agency, working in a team environment to effectively complete other duties as assigned or as needs change.
- Implement agency work plans at the program level to ensure achievement of set goals.
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.

Additional Knowledge, Skills and Abilities:

- Strong organizational, listening and communication skills; including both verbal and written are required.
- Proficient with Microsoft Outlook, Word and Excel.
- Speed and accuracy with data entry is a must.
- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- 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, non-judgmental attitude.
 - 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 QUALIFICATIONS

Education and Experience:

Minimum qualifications: High school diploma and at least 3 year's progressive office experience.

Licenses and/or 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.

WORK ENVIRONMENT

The work environment is typical of office setting.

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: _____