

**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

RATE: \$14.00 - \$16.48 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 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 DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Clerical Assistant	Department/Program: Clerical Pool
Reports To: Executive Administrative Assistant	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: May 2021

JOB SUMMARY

Under the supervision of the Executive Administrative Assistant and in accordance with the direction and mission of District 7 HRDC, the Clerical Assistant is delegated the responsibility of greeting and assisting clients in a friendly and proficient manner, answering the phone and directing calls to the appropriate staff. The incumbent will also perform clerical duties for various programs and staff within the agency.

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.

- Cordially greet and assist clients, direct them to the appropriate department/staff.
- Provide clerical services in an accurate and timely manner including typing and writing business letters as needed, proofreading, making copies, 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.
- Solicit bids for purchasing all office supplies, equipment and furniture. Complete requisitions for the purchase of supplies as needed. Secure follow-up information to ensure correct billing of supplies.
- Complete monthly reports; including mileage and copier counts.
- Maintain vehicle and conference room reservation spreadsheets.
- Responsible for signature stamping on payroll and accounts payable checks.
- 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.
- Complete special projects as assigned. Be flexible in assuming new duties and perform other duties assigned and determined to be productive and efficient for the continuing improvement of the agency.

Additional Knowledge, Skills and Abilities:

- Ability to type accurately with moderate speed; proficiency with computer applications and knowledge of Microsoft Office and database programs; use a calculator and answer the telephone.
- Strong organizational and time management skills and the ability to work independently.
- Ability to maintain strict confidentiality in regards to all agency matters.
- 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 are a High School diploma or equivalent with a minimum of three (3) years' progressive office experience; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

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: _____