

RECRUITMENT BULLETIN

BIG HORN COUNTY
P.O. BOX 908
HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
21-14	July 6, 2021	July 22, 2021

POSITION: Administrative Assistant

LOCATION: Big Horn County Board of Commissioners

SALARY: \$17.00 per hour

DUTY HOURS: Full time, 40 hours per week, Monday-Friday

MAJOR DUTIES: This position serves as personal and confidential secretary for the County Commissioners; receives office visitors and telephone calls; provides the full range of secretarial services to the Board of County Commissioners and possesses a thorough understanding of the full scope of County government operations and activities. Performs duties that may include Recording Secretary, attending all assigned meetings, recording the meetings and preparing permanent records of these meetings. Prepares correspondence, memoranda, reports documents, agendas, schedules and time-sensitive narrative as instructed and requested by the County Commissioners. Initiates records and reports; position requires frequent contact with the public and fellow employees where tact, diplomacy, and confidentiality are essential; knowledge of County policies and agreements required, duties require limited movement and physical demands may include bending, stooping, prolonged sitting and lifting up to 35#s.

QUALIFICATIONS: Any combination of education and experience equivalent to graduation from high school supplemented by courses in computers and office management PLUS three years of work experience in an office setting dealing with the public required: bookkeeping experience desirable. Must possess a valid Montana Drivers' license and must be an insurable driver.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

TEST: A written test and oral interview will be administered.

DISTRIBUTION: County wide

HOW TO APPLY: Submit a Big Horn employment application (include driving record if from a state other than Montana in last five (5) years) to the Human Resources Office, Room 302, Courthouse, to the mailing address listed above, or to the email address listed below. For application, call (406) 665-9735 or email humanresources@bighorncountymt.gov.

DEADLINE: Applications must be received or postmarked no later than the close of business on the closing date specified above.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.

Publish: July 8, 2021
Bill to: Big Horn County Board of Commissioners