

TITLE: Administrative Assistant

POSITION DESCRIPTION: This position serves as the Montana State University Extension and Powell County Natural Resource Department Administrative Assistant. Performs duties requiring excellent customer service, organizational skills, attention to details, administrative work, computer skills, bookkeeping, receptionist and office duties.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

This position requires a thorough knowledge of modern office practices and procedures, excellent customer service, typing, data entry, bookkeeping, working knowledge of computers including Microsoft Office Suite. Skills in administrative work, business procedures and the use of office equipment and computers.

This position requires the ability to work independently, work well with people of all ages, attention to detail, prepare minutes and newsletters, keep track of records and events. Adhere to standards of confidentiality, communicate effectively orally and written, follow instructions, establish effective working relationships with fellow employees, supervisors, and the public.

DUTIES:

- Greets and assists customers in the office and on the phone
- Responds to office emails and messages
- Handles incoming and outgoing mail, including invoices
- Types, photocopies, files, and keeps inventory of office supplies and educational information
- Orders various office materials and collateral
- Performs assigned duties
- Prepares and submits accurate reports
- Maintains accurate and timely records for various activities and programs
- Orders various supplies as needed
- Maintains a cordial office atmosphere
- Works well under pressure well
- Displays tact, consideration, and cooperation when dealing with the public
- Observes work hours
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.

- Assists MSU Extension Agent and Natural Resource Director as needed
- Works under pressure
- 4-H program duties as assigned
- Other duties as assigned

EDUCATION AND EXPERIENCE: The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to a High School diploma. Some college courses and/or experience in administrative procedures, accounting, 4-H, agriculture and office management is preferred.

ACCOUNTABILITY: This position is supervised by the Montana State Extension Agent and the Powell County Natural Resource Director.

Compensation: Wage DOQ.

Position is open until filled.

HOW TO APPLY: Please submit a resume, cover letter and three professional references to: Lisa Bracco, Powell County-MSU Extension Agent, Lisa.Bracco@Montana.edu. If you have any questions, please call 406-846-9708.