

**Mineral County Position Description  
Superior, Montana**

<u>JOB TITLE:</u>	Administrative Assistant
<u>DEPARTMENT:</u>	Mineral County MSU Extension Office
<u>SUPERVISED BY:</u>	Mineral County MSU Extension Agents
<u>STARTING WAGE:</u>	\$13.00
<u>STARTING DATE:</u>	November 21, 2022, 10 hours/week training period; full time beginning December 5, 2022

POSITION RESPONSIBILITIES:

The Mineral County MSU Extension Office extends research-based information to the public through educational workshops, newsletters, educational materials and the internet. Under the supervision of the Extension Agents, the person in this position performs a variety of technical, administrative and clerical duties in support of Extension programs including but not limited to, 4-H youth development, pesticide applicator training, forest stewardship, community and economic development, pest and disease diagnosis, vertebrate pest management, Master Gardener, food preservation, soil testing, and other University programs as determined.

This person must possess the skills to tactfully and diplomatically respond to a variety of clientele. The person in this position must be able to prioritize duties to meet anticipated rush deadlines as required. This person must be a self-starter, motivated, flexible, creative and dependable, and must possess a valid driver's license and transportation.

A full job description is available from the Mineral County Website: [co.mineral.mt.us](http://co.mineral.mt.us) , Human Resources: Dawn Terrill, or the Mineral County MSU Extension Office.

QUALIFICATIONS

**Education and Experience**

- a. High School education or GED equivalent required.
- b. Post secondary education or training in office management, public relations, accounting, and record-keeping preferred.
- c. Computer knowledge associated with storing, retrieving and backing up data is required, including ability to send, retrieve and store e-mail and access the Internet.
- d. Proficiency in using a variety of software packages, such as word-processing and spreadsheet software
- e. Must be able to be certified as a 4-H Volunteer through a criminal background check

**Knowledge, Skills and Abilities**

- a. Proficiency in composing, formatting, and proofing business correspondence, such as letters, brochures and reports, with a high degree of accuracy.
- b. The ability to establish and maintain cooperative, productive, and professional working relationships with a variety of individuals, both internal and external to the organization.
- c. Possesses excellent verbal and written communication skills, including the ability to explain and communicate detailed information to a variety of individuals.
- d. Possesses skill organizing and prioritizing multiple work assignments, meeting deadlines, and adapting to changing priorities while maintaining a positive, effective and professional approach.
- e. Possesses skill exercising good judgment, self-motivation, and working effectively both independently and in a team-oriented manner with minimal supervision.
- f. Ability to analyze problems and take appropriate action under stress or as required by the position.
- g. Ability to be a self-starter, motivated, flexible, creative, organized, dependable and a team player.
- h. Ability to use computer, printer, scanner, photo copier, fax machine, ten-key calculator and telephone.

APPLICATION PROCEDURE AND DEADLINE

Applicants must submit a completed Mineral County Employment Application form and supplemental assessment package, call or email Dawn Terrill [dterrill@co.mineral.mt.us](mailto:dterrill@co.mineral.mt.us) 406 822 3537 or the MSU Office at 406 822 3545 for materials. Materials must be received by November 4, 2022; screening will begin November 7, 2022 and continue until position is filled.