

Morgan County VACANCY ANNOUNCEMENT

POSITION: Assistant to Administrative Services Manager–Part time

DEPARTMENT: Commissioners

Application Requirements:

Please submit FULLY COMPLETED application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

Fort Morgan Workforce Center
411 Main Street, Suite 200
Fort Morgan, CO 80701

SALARY: \$10.00/hour

VACANCY CLOSING DATE: Friday, August 20, 2010; 4:00 p.m.

APPROXIMATE STARTING DATE: September 7, 2010

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, political affiliation, or any other legally protected status.

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Assistant to Administrative Services Manager (Part time) GRADE: 4 (\$10.00/hr)

DEPARTMENT: Commissioners

DIVISION: Professional/Administration

EXEMPT/NON-EXEMPT: Non-Exempt - Hourly

CREATED: August 11, 2010

SUMMARY / GENERAL STATEMENT OF DUTIES:

Act as Assistant to Administrative Services Manager to the Morgan County Board of Commissioners (BOCC) with administrative and clerical duties. Performs a variety of duties including clerical and receptionist duties within the County Commissioners Office. Assistant must maintain complete confidentiality within the Board of County Commissioners Office.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Administrative Services Manager.

EXAMPLE OF DUTIES:

- Answer telephone and take messages
- Prepare files, purge files and maintain an organized filing system
- Assist in management and archival duties utilizing DOCSTAR
- Make copies as necessary
- Assist with preparation of weekly BOCC board meeting agenda and packets and posting of agendas as requested
- Assist with BOCC scheduling
- Sort and process daily mail
- Reserve Assembly Room
- Assist in Inventory Control for county offices
- Assist the Administrative Services Manager in organizing of meetings, events

- Assist in the maintaining of files containing confidential (i.e. legal or personnel issues) and sensitive County information.
- Assist in the management of the County's bidding process, procurement of staff supplies
- Serve as backup courier as needed
- Any other duties as assigned by the Administrative Services Manager

MINIMUM QUALIFICATIONS:

- Ability to handle numerous responsibilities simultaneously
- Ability to file documents in file cabinets and maintain an organized filing system
- Ability to use office equipment such as computer terminal, copier, fax machine, and multi-line telephone console
- Good record keeping skills
- Ability to type 40 wpm accurately
- Ability to use time efficiently
- Ability to read maps and labels
- Excellent language skills (spelling, grammar, and punctuation)
- Be able to work independently
- Excellent interpersonal skills
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, professionals, agencies and the public.

Physical Requirements of Position: Must be able to perform the major job functions as listed in "Examples of Duties". Must be able to type, file, and operate general office equipment to perform job duties. Must be able to respond to the public's needs and perform a variety of hand and eye coordination skills.

Education/Experience: High School Diploma or equivalent, a minimum of three years clerical experience in an office setting, computer literacy in Microsoft Office including Microsoft Word, Excel and Publisher

Employee Signature: _____ Date: _____

Human Resources: _____ Date: _____

Morgan County Government seeks a part time Assistant to Administrative Services Manager in the Commissioners' office. Applications may be obtained at the Fort Morgan Workforce Center, 411 Main St., Fort Morgan, CO, or visiting our web site at www.co.morgan.co.us or calling (970) 542-3537. Application deadline is August 20, 2010.

PUBLICATIONS: Fort Morgan August 13, 14, 16, 2010
Brush August 18, 2010