

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Administrative Assistant Position Number: 40021

Location: Helena HQ

Department: Transportation

Division and Bureau: Engineering /Materials Bureau and Geotechnical and Pavement Bureau.

Job Overview:

This position is responsible for coordinating and monitoring fiscal activities in addition to providing accounting and reporting services. The position also provides a wide range of program and administrative support services, including training/technical assistance, communications, and other duties. The position reports to the Materials Bureau Chief and does not directly supervise others.

Essential Functions (Major Duties or Responsibilities).

Administrative Responsibilities - 95%

- Initiates the processing of invoices for both the Materials Bureau & Pavement and Geotechnical Bureau. Reviews expenditures, identifies errors and discrepancies, and collaborates with Division Financial Contact to resolve problems. Reviews claims and invoices to verify accuracy.
- Review Procard transactions for both Bureaus. Verify signatures are obtained and proper documentation is provided including Out-of-State travel approval forms. Ensure electronic submittal process is being followed to keep both bureaus in compliance. Coordinate with Engineering Accountant to complete final approval of transactions while adhering to strict deadlines.
- Responsible for processing traffic control invoices. Assists with arranging traffic control for projects, collecting Drill Requests, correspondence with contractors, preparing and submitting requisitions to purchasing.

- Enter Consultant invoices into Consultant Information System (CIS) and resolve billing errors.
- Provides technical assistance and troubleshooting services on word processing, database, spreadsheet, electronic messaging, and other office software applications. Participates in Bureau and Section meetings and training sessions by coordinating schedules, reserving meeting rooms, scheduling audio-visual equipment, providing notifications, and making travel arrangements as needed.
- Maintain an appropriate amount of office supplies to have on hand in the office. Maintain records of purchases to be used for budget planning for the bureaus. Develop and maintain working relationships with multiple vendors and Sales Reps. Inventory supplies when needed. Order supplies from vendors. Receive and distribute supplies once delivered. Performs routine maintenance and coordinates maintenance and repair of office equipment (e.g., photocopiers etc.) to ensure effective operation and adherence to applicable maintenance schedules. Maintains numerous internal and external contact lists for both bureaus.

Other Duties as Assigned - 5%

This position performs a variety of other duties as assigned by the Bureau Chiefs in support of Bureau and Division objectives.

Supervision

If this incumbent supervises others, please list each employee supervised and the position number:

The number of employees supervised is: N/A

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

- Light lifting (less than 10 lbs)
- Carry light iteam (papers, books, small parts)
- Remain seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, conferences, and meetings
- Communicate in writing, in person, and over the phone
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to mee inflexible deadlines
- Comparing data

Knowledge, Skills and Abilities (Behaviors):

The position requires skill in the use of standard and specialized office software (e.g., SABHRS, CIS, Word, oracle, Excel, Outlook, etc.); reviewing, interpreting, and ensuring compliance with federal funding; managing multiple tasks simultaneously; and written and verbal communications.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a high school diploma or equivalent schooling.

This position requires a minimum of 2 years of experience in customer service, bookkeeping, or data management.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- Fingerprint check
- Valid driver’s license
- Background check
- Other; Describe
- Union Code
- Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee

Title

Date

Human Resources Review

Job Code Title: Administrative Assistant 3 Job Code Number: Q61023 Level: 3

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input checked="" type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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