Lake County - Job Opening

The Lake County Commissioners are accepting applications for:

Executive Administrative Assistant

QUALIFICATIONS: The required knowledge, skills and abilities are typically acquired through a combination of a High School Diploma and two to five years of progressively responsible experience in an administrative position. Government background preferred.
Must possess knowledge and understanding of: Principles and practices of administrative procedures. Modern office practices, methods, and equipment, including computer equipment and applicable software programs. English usage, spelling, vocabulary, grammar and punctuation, and principles and practices of business letter writing. Practices used in minute taking and preparation. Principles and procedures of record keeping. Principles and techniques used in dealing with the public. Basic mathematical principles. Word processing methods, techniques, and programs including spreadsheet and database applications. ***Must be skilled in the following***: Research, and computer operation, as well as personnel management skills in order to perform appropriate tasks on behalf of County boards, and office and time management. This position also requires exceptional interpersonal skills in order to deal effectively with the public, Elected Officials and other County employees. This position also requires conflict resolution skills in order to effectively deal with issues raised by the public and County employees.

DUTIES: Perform a variety of technical and administrative tasks in support of department goals and functions such as preparing correspondence, providing internal and external customer service, and researching and preparing reports; perform advanced clerical functions such as taking meeting minutes, managing filing systems, assisting professional staff with special projects and responding to information requests. Manage a busy office with professionalism and attentiveness to three supervisors, who each function in a demanding capacity of their own; adapt to ever changing tasks, duties and assignments; respond to inquiries and requests for information from the public and County personnel regarding policies and procedures, and must be able to work cooperatively with other departments, County Officials and outside agencies. Set and manage multiple priorities with flexibility and discretion; make appropriate decisions with little or no supervision; anticipate and respond to unpredictable situations and circumstances; and maintain professional composure under stressful conditions. Maintain confidentiality of sensitive information; ensure records are accurate and detailed; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

HOURS/DAYS: 8 a.m. to 5 p.m./M-F; may work some non-office hours.

WAGE: $16 - $17/hour DOE

BENEFITS: Benefits available.

Applications and a full job description are available online at www.lakemt.gov, Lake County Job Service or the Lake County Human Resources office. ***A Lake County job application, Cover Letter, Resume and three (3) References*** must be turned into **Lake County Job Service** or to **Lake County Human Resources. Position is open until filled with the first review on October 3, 2016. Incomplete application packets will not be considered.**

Lake County is an Equal Opportunity Employer.