

CITY OF LAUREL

JOB OPENING

The City of Laurel is now accepting applications for the following non-union position:

Administrative Assistant

Compensation includes excellent benefits package and \$14.00/hour starting wage. A normal workweek is Monday – Friday from 8:00am to 5:00pm with an hour lunch; some overtime may be required.

Applicants may obtain a copy of the position description and application from the City's website at <https://cityoflaurelmontana.com/jobs>, or by calling the Council Secretary at (406) 628-7431 extension 5503, or by emailing the Council Secretary at bmoorman@laurel.mt.gov. A complete application package includes a cover letter, resume, and a filled out City of Laurel application. Completed application packages should be returned to the City of Laurel via mail PO BOX 10 Laurel, MT 59044, by email to bmoorman@laurel.mt.gov or delivered to City Hall water office by appointment. Please call the Council Secretary to schedule a time to deliver the completed application package.

Applications are due no later than 5:00pm Friday April 23, 2021.

The City of Laurel is an EEOC.

Publish: Outlook – 4.15.2021; 4.22.2021

Website: 4.9.2021

Job Service: 4.9.2021

Facebook: 4.9.2021



**CITY OF LAUREL
POSITION DESCRIPTION**

City of Laurel	Job Description
Job Description Title: Administrative Assistant	FLSA Status: Exempt / Non-Union
Accountable To: Mayor	Position Status: Regular Full-Time

Job Summary:

Provides a variety of routine and complex clerical, administrative and technical work in the administration of the City Government.

Scope of Responsibility:

Works under the general supervision of the Mayor.

Essential Duties and Responsibilities:

1. Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as directed by the Mayor.
2. Provides professional advice to Mayor.
3. Communicates official plans, policies and procedures to staff and the general public; makes presentations to supervisors, boards, commissions, civic groups and the general public as directed by the Mayor.
4. Performs or assists of staff in performing duties, adjusting errors and complaints.
5. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, used for grants, services, budget, equipment purchases, etc. as directed by the Mayor.
6. Provides administrative assistance to the Mayor in meeting management; assembles background materials, and records action items for various meetings.
7. Prepares drafts of speeches, presentations, contracts, administrative policies, etc. as assigned by the Mayor.
8. Investigates and follows-up on citizen requests for service, complaints, and requests for information as directed by the Mayor.
9. Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services as directed by the Mayor.
10. Research grant programs; prepares grant applications as approved by the Mayor.

Peripheral Duties

1. Attend seminars and workshops related to administrative duties and responsibilities as approved by the Mayor.
2. Prepares correspondence; make reservations and travel arrangements for meetings, seminars, and conventions for the Mayor.

TOOLS, EQUIPMENT AND SOFTWARE USED:

Typewriter, personal computer, including word processing, spreadsheet and data base software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine. Working knowledge of Microsoft Word, Excel and PowerPoint. Ability to schedule and conduct remote meetings via ZOOM, SKYPE or Microsoft Teams.

Minimum Qualifications:

- Education and Experience:
 - Graduation from High School or equivalent; and
 - Two (2) year of related experience; or
 - Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis. Preferred Public Sector Experience.
- Necessary Knowledge, Skills and Abilities:
 - Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; Working knowledge of modern records management techniques;
 - The position requires the ability to communicate orally and in writing;
 - Skill in operation of listed tools and equipment;
 - Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing.

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can vary.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by:

Mayor



City of Laurel
P.O. Box 10
Laurel, Montana 59044
Application for Employment

Ambulance – 628-1611
City Court – 628-1964
Fire Department – 628-4911
Library – 628-4961
Mayor's Office – 628-8456
Police Department – 628-8737
Public Works – 628-4796
Treasurer/Clerk/Water – 628-7431

This application is current for thirty (30) days only; thereafter, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.

Any applicant who needs reasonable accommodation in any step of the hiring process to assist him or her to demonstrate his or her qualifications to perform the duties of the job for which the applicant is applying should inform the City of Laurel.

Personal Data

Please Complete Pages 1-4

Date: _____

Name

Last

First

Middle

Other Names Used

Present Address

No.

Street

City

State

Zip

How Long? _____

Days/Hours Available to Work

Position Applied For: _____

No Pref. _____

Thu _____

Salary Desired: _____

Mon _____

Fri _____

Phone No. _____

Tue _____

Sat _____

Alt. Phone No. _____

Wed _____

Sun _____

How many hours can you work weekly? _____

Can you work nights? _____

Employment Desired:

☐

Full Time Only

☐

Part Time Only

☐

Full or Part Time

Date available for work? _____

Have you ever worked for
the City of Laurel before?

If so, when and where? _____

Supervisor _____

List any relatives presently working for the City
of Laurel and location? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME?

☐

NO

☐

YES

If yes, explain number of conviction(s), nature of offense(s) leading to convictions, how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. Such convictions will not absolutely prohibit employment, but will only be considered in relation to specific job requirements.

Education				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address)	CIRCLE LAST GRADE/YEAR COMPLETED	MAJOR & DEGREE
High School			10 11 12	
			10 11 12	
College			1 2 3 4	
			1 2 3 4	
Bus. or Trade School			1 2 3 4	
			1 2 3 4	

Military	
Do you claim Veterans' preference? () Yes () No <small>(If yes, you will be required to furnish additional information.)</small>	
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<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	

WORK EXPERIENCE:

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name.
Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Code Phone Number	Name of Supervisor	Employment Date	Pay or Salary
		From To	Start \$ Final \$
	Job Title		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer Address City, State, Zip Code Phone Number	Name of Supervisor	Employment Date	Pay or Salary
		From To	Start Final
	Job Title		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Name of Employer Address City, State, Zip Code Phone Number	Name of Supervisor	Employment Date	Pay or Salary
		From To	Start Final
	Job Title		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

PLEASE READ CAREFULLY

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other City practices, shall serve to create an actual or implied contract of employment or to confer any right to remain an employee of this City, or otherwise to change in any respect the employment between it and the undersigned, and the relationship cannot be altered except by a written instrument signed by the Mayor of the City. Both the undersigned and this City may end the employment relationship at any time, without specified notice or reason if it does not conflict with state or federal regulations. If employed, I understand that the City may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. **I understand that misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice.** I authorize the investigation of all matters contained in this application and hereby give the City permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the City from any liability as a result of such contact.

For positions that may require the applicant to drive a motor vehicle for the City of Laurel, the applicant must be able to show proof of a clean MVR and proof of insurability.

The Fair Credit Reporting Act requires us to advise you that, in connection with our routine processing of your employment application, we may request from a consumer reporting agency an investigative consumer report including information as to your character, general reputation, personal characteristics, and mode of living. Upon written request from you, we will provide you with additional information concerning the nature and scope of any report requested by us.

I further understand that my employment with this City shall be probationary for a period of up to **365 days**, and further that at any time during the probationary period my employment relationship with the City is terminable at will for any reason by either party.

SOCIAL SECURITY NUMBER WILL BE REQUIRED PRIOR TO EMPLOYMENT.

Signature of Applicant: _____

The City of Laurel is an Equal Opportunity Employer.
Thank you for completing this application and for your interest in our City

Please provide the names, addresses, and phone numbers for three (3) references.

1. _____
2. _____
3. _____

VOLUNTARY APPLICANT IDENTIFICATION SUPPLEMENT
AFFIRMATIVE ACTION EMPLOYER REQUIREMENT

Name _____ Phone _____

Address _____

Job Applied for or your specific skill area: _____

Federal law requires us to ask for this information. Please sign and return this form even if you do not answer.

Its purpose is to ensure equal opportunity, and evaluate our good-faith recruiting efforts to attract ethnic minorities, women, veterans of the Vietnam era, and persons with disabilities. Hiring is based on qualifications. Quotas or preferences based on sex, race or ethnicity are prohibited by law.

We invite you to VOLUNTARILY identify yourself in the categories below, now or at any time in the future. You are not required to respond. If you decline, it will not subject you to adverse treatment. This is NOT part of your application file, it is confidential*, and will be used in conformance with the law.

1. GENDER: _____ Male _____ Female

2. ETHNIC AND RACIAL BACKGROUND (Please answer both a. and b.)
 - a. Hispanic or Latino? () Yes () No
 - b. Racial Background?
 - () American Indian/Alaska Native () Asian, Asian American () Black, African American
 - () Hawaiian/Pacific Islander () White/Caucasian

3. VETERAN STATUS
 - () Vietnam Era Veteran - If you had 6 mo. active service, any of which was in Vietnam between February 28, 1961 and May 7, 1975, or between August 8, 1964 and May 7, 1975 in all other cases.
 - () Special Disabled Veteran - If you are or would be entitled to compensation under the VA for disability of 30% or more, or over 10% if you have a serious employment handicap as determined by the VA, or were discharged or released because of a service-connected disability.
 - () Other Eligible Veteran - If you served on active duty during a war or in a campaign for which a campaign badge is authorized, or served as a member of a reserve component under an order of active duty.)

4. DISABILITY STATUS
 - () Disabled – If you have a physical, sensory or mental impairment which substantially limits one or more of your major life activities, have a record of or are regarded as having such impairment. It would also assist us if you would tell us about any special methods, skills or procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind.

Please Sign here: _____ Date _____

* Supervisors and managers may be informed about restrictions on the work duties of persons with disabilities or on facts needed for accommodations, first aid or emergency treatment. Government officials may also review this.