



<b>Department:</b> Administration	<b>Job Description</b>
<b>Job Description Title:</b> Administrative Assistant III	<b>FLSA Status:</b> Non-Exempt
<b>Accountable To:</b> Fiscal / Administrative Staff	<b>Position Status:</b> Full-time / Grade 11 / \$19.11 ph plus benefits
<b>Prepared By:</b> Personnel Officer	<b>Revision Date:</b> November 4, 2024

**CAPNM is an Equal Opportunity and Affirmative Action Employer**

**Job Summary:**

Promotes Agency image through professional conduct both internally and externally. Protects Agency interests by adhering to established compliance standards.

**Essential Duties and Responsibilities:**

- Performs administrative duties as required. Responsibilities may include screening calls, preparing reports, providing research, scanning, filing, handling confidential materials and general clerical duties. Requires strong computer skills, flexibility, excellent interpersonal skills, project coordination, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters is required.
- Responsible for the purchasing of goods and services ensuring compliance with appropriate Agency policies, procedures and best practices and funding sources.
- Prioritizes conflicting needs; handles situations confidentially and with discretion, follows-through on projects to successful completion, often with deadline pressures.
- Other duties as assigned and required.

**Minimum Qualifications (Experience/Education):**

- High School diploma or equivalent
- Two years administrative support experience
- Experience working with people from various socio-economic and educational backgrounds
- Proficient in Microsoft Suite programs

- Exceptional organizational skills
- Superior knowledge of the English language including the meaning and spelling of words, rules of composition and grammar
- Knowledge of general office equipment such as copiers and fax machines
- Excellent interpersonal verbal and written communication skills, including document formatting
- Skilled with 10 key and basic math calculations
- Knowledge of Agency programs
- Must possess and maintain valid Montana driver's license
- Must have proof of and maintain personal auto insurance
- Must be insurable under CAPNM's auto liability insurance per insurance carrier's requirements

**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.

- Continuous sitting
- Some standing and walking
- Some bending, stooping and squatting
- Full use of hands and arms
- Frequent keyboard use
- Repetitive movement, especially with hands and arms
- Grasping
- Lifting, carrying, pushing or pulling up to 25 lbs. occasionally
- Normal hearing both in conversation and with a telephone
- Frequent speaking in a clear and understandable manner
- Good close, distant and peripheral vision
- Work in a clean office with moderate noise levels sometimes in confined spaces
- Work requiring frequent attention to high detail
- Frequent deadlines
- Some travel by auto with exposure to traffic in year-round weather conditions
- Some travel requiring overnight stay
- Some exposure to offensive language, angry clients and threats
- Some exposure to annoying odors
- Day shift

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.