

**STATE OF MONTANA JOB VACANCY
DEPARTMENT OF PUBLIC SERVICE REGULATION
PUBLIC SERVICE COMMISSION
AN EQUAL OPPORTUNITY EMPLOYER**

3 PAGE DOCUMENT

TITLE: ADMINISTRATIVE ASSISTANT
POSITION NO.: 42100010
DEPARTMENT: PUBLIC SERVICE COMMISSION
DIVISION: REGULATORY
LOCATION: HELENA, MONTANA
PAY BAND: 3
SALARY RANGE: \$27,000 - \$31,000
ADDITIONAL SALARY INFORMATION: A TRAINING ASSIGNMENT AT A LOWER SALARY LEVEL MAY BE REQUIRED.
STATUS: PERMANENT FULL-TIME
BARGAINING UNIT: N/A
APPLICATION DEADLINE: **JANUARY 17, 2014**
APPLICATION SUPPLEMENT: Yes

APPLICATION DEADLINE

Applications may be completed online at <http://mt.gov/statejobs/default.mcp>, or mailed to the Public Service Commission, PO Box 202601, Helena, Montana 59620-2601 and post marked by the closing date, or emailed to ahall@mt.gov by midnight, MST, on the closing date.

SPECIAL INFORMATION

A training assignment at a lower salary level may be required.

DUTIES:

Processing and distributing incoming and outgoing documents, correspondence, and filings; assigning docket numbers to new filings; logging in and filing proprietary information; proofreading, formatting, finalizing and mailing outgoing documents; compiling service lists for docketed proceedings; preparing and distributing the Division's agenda for the PSC's weekly business meeting and work sessions; composing routine business correspondence; maintaining and keeping current the Division's electronic case management system and generating reports from it; maintaining the master files of PSC utility proceedings as well as other document files; keeping each regulated utility's tariff book current and maintaining the historical volumes of cancelled tariffs; finalizing and issuing PSC-approved utility tariff pages; managing electronic and paper registration processes for telecommunications carriers, service providers and billing aggregators and resolving registration problems in response to registrants' inquiries; responding to information requests from the public and agency staff ; coordinating the Division's compliance with records management requirements; and other duties as assigned.

EDUCATION/EXPERIENCE

One year of job-related college or vocational training and two years of job-related work experience. Additional job-related work experience may be allowed to substitute for the post-secondary education/training requirement and will be evaluated on an individual basis.

COMPETENCIES

Considerable knowledge of office management techniques, practices and procedures; working knowledge of proper grammar and spelling; knowledge of the goals, objectives, practices and procedures of the PSC; knowledge of records management requirements and state record retention rules. Working knowledge of the office tools in use by the Division: Word (advanced features), Excel, Outlook, and other software as required. Skill in the use of personal computers, a variety of copiers, fax machines, and other office equipment. Must have strong organizational skills.

SUPPLEMENTAL QUESTION

1. A major duty of this job is processing incoming and outgoing documents, which involves distributing mail; typing, proofreading, formatting and finalizing outgoing documents; preparing and sending out small and large mailings; maintaining mailing lists; filing; and electronic case management. Please identify and describe previous jobs where you've performed these duties.

APPLICATION AND SELECTION PROCESS

Selection procedures to be used in evaluating applicant's qualifications may include, but are not limited to: an evaluation of the Montana State Application Form; an application supplement; an evaluation of education, training and experience; a structured oral interview; and reference checks.

1. All applicants must submit a completed State of Montana Application.
2. All applicants must submit a written response to the supplemental question.
3. All applicants must include the names and telephone numbers of three work-related references.
4. The successful applicant(s) with college or vocational training credits or college degree(s) shown on the application will be required to provide a copy of their college or vocational school transcripts upon interview.

Applicants claiming the Veteran's or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials.

The successful applicant must produce, within 24 hours of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card, along with a driver's license or other picture ID, a U.S. passport, or a Green Card.

Statement of Selective Service Registration Status

If you are a male born on or after January 1, 1960, and are at least 18 years of age, the Montana Compliance with Military Selective Service Act requires that you register with the Selective

Service System unless you meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the state of Montana.

A false statement may be grounds for not hiring you, or for dismissing you if you have already begun work. Also, you may be punished by fine or imprisonment.

LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED