

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

**3 PAGE DOCUMENT**

**JOB TITLE:** RECEPTIONIST/ADMIN SUPPORT  
**POSITION NO.:** 42100051  
**DEPARTMENT:** PUBLIC SERVICE COMMISSION  
**DIVISION:** CENTRALIZED SERVICES  
**LOCATION:** HELENA, MONTANA  
**PAY BAND:** 2  
**SALARY:** \$25,000 - \$30,000 DOQ  
**ADDITIONAL SALARY INFORMATION:** A TRAINING ASSIGNMENT AT A LOWER SALARY LEVEL MAY BE REQUIRED.  
**JOB STATUS:** PERMANENT FULL-TIME  
**BARGAINING UNIT:** N/A  
**APPLICATION DEADLINE:** **FEBRUARY 21, 2014**  
**APPLICATION SUPPLEMENT:** Yes

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**APPLICATION DEADLINE**

Applications may be completed online at <http://mt.gov/statejobs/default.mcp>, mailed to the Public Service Commission, PO Box 202601, Helena, Montana 59620-2601, and postmarked by the closing date, or e-mailed to: [ahall@mt.gov](mailto:ahall@mt.gov) by Midnight, MST on the closing date.

**SPECIAL INFORMATION**

A training assignment at a lower salary may be considered if minimum qualifications are not met.

**DUTIES:**

This position serves as the PSC receptionist and initial point of contact for agency staff, vendors, service providers, industry representatives, Commissioners, government officials, and members of the public. This position provides occasional back up support to the other Administrative Assistant and the Paralegal-Commission Secretary. Answers main phone lines; answers questions and directs calls; receives walk-in visitors, takes messages and screens calls when necessary. Being the first contact with the public, promotes the professional image of the PSC. Monitors and updates electronic calendar; schedules business meetings and proofreads minute entries. Responsible for all incoming and outgoing mail. Occasionally assists Commissioners and agency staff with special projects and large mailings. Assists the Financial Specialist with the processing of Agency payroll. Occasionally assists Paralegal-Commission Secretary with Administrative Rules of Montana filings. Occasionally this position will be required to attend Commission meetings and record minute entries. Maintains a pleasant office environment by keeping reception area, meeting rooms, and general work areas neat, clean, and orderly.

## **COMPETENCIES**

Considerable knowledge of office management techniques, practices and procedures; working knowledge of proper grammar and spelling; knowledge of Word (advanced features), Excel, Outlook, and other software as required. Skill in the use of personal computers, typing, multi-line telephones, a variety of copiers, fax machines, and other office equipment. Must have strong multi-tasking and organizational skills.

## **EDUCATION/EXPERIENCE**

The minimum qualifications for this position are typically acquired by a combination of education and experience that includes a high school diploma or equivalent and two years of progressively responsible job-related experience, or college or vocational training in an administrative field. Other combinations of education and experience will be considered on a case-by-case basis. Relevant experience must be within the last ten years.

## **SUPPLEMENTAL QUESTIONS**

1. Describe your work experience in general office or clerical work, including working with the public and elected officials.
2. Describe your working knowledge of proofreading and how you have used this knowledge in prior positions.

## **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 State of Montana Application; online form may be accessed at <http://mt.gov/statejobs/default.mcp> or contact your local job service for additional application formats.
2. Answers to the supplement questions.
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 may 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**