

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Administrative Support **Position Number: 57218, 57209, 87211, 87214, 89213, 53218, 53209, 53210, 53212, 54215, 53092, 54213, 51025, 51209, 51210, 51213, 51218, 52213, 74211, 55068, 55212, 55069, 78211, 78215, 59213, 07015, 59212, 59210, 03211, 57219, 53218, 89211, 59219, 95526**

Location: MDT District and Area Offices

Department: Transportation **Division and Bureau: District Engineering**

Job Overview:

This position serves as an Administrative Support Specialist within the designated District or Area office. Responsibilities involve customer service and communications, including permitting, road reporting, and emergency services and communications. The position also provides a range of responsibilities involving accounts payable, procurement card transactions, accounts receivables, and payroll/personnel. The position reports to the District Financial Officer or the Area Administrative Assistant and does not directly supervise other agency personnel.

Due to the differences in some Division and Area offices, there may be some differentiation in duties. Please contact your District Financial Officer for direction.

Essential Functions (Major Duties or Responsibilities):

Administrative Services – 90%

1. Customer Services
 - Researches, compiles, and/or produces responses to technical and procedural questions involving load limits, winter and construction road conditions, District operations, and others.
 - Provides customer services to permit applicants to assist people with vehicle permitting processes by explaining permit process and requirements, rules and regulations. Collects and processes permit fees to ensure accuracy and timeliness. Identifies and resolves errors and discrepancies through communication with permittees and District accounting staff.

- Retrieves and reports road condition data from Division Maintenance Sections through the Department's automated Road Reporting System, with intermittent updates as warranted. Monitors reporting deadlines to ensure that road data is compiled and delivered according to Headquarters requirements.
- Transcribes, and/or edits a variety of memoranda, correspondence, informational materials, and other documents (i.e. accident and incident reports) to ensure accuracy and completeness of language as well as proper document formats. Prepares routine communications as well as formal reports, mass mailings, and other specialized documents. Coordinates document reviews, revisions, and signatures; reproduction; and dissemination as requested.
- Serves as an emergency response dispatcher to ensure effective mediation of health, safety, and/or security risks affecting MDT personnel and equipment. Tracks emergency responses to provide logistical and tactical support necessary to mitigate life, health, and safety threats. Accurately and efficiently logs response data.
- Manages databases such as Forage Removal, Adopt-A-Highway, etc to ensure the accuracy, accessibility, and security of information by compiling field lists of entities, locations, and maps; ensuring the accurate data processing; identifying modifications and/or upgrades necessary to reflect changing information requirements; and coordinating with information services staff to implement system modifications.
- Maintains office supply and equipment inventories by identifying needs, preparing supply orders, and stocking supplies according to established purchasing and requisition policies and procedures.

2. Payroll

- Administer new hire orientation information and conducts training sessions to assist new employees with technical and procedural payroll and benefit requirements.
- Enters payroll position changes SABHRS.
- Collects confidential information regarding on-the-job injury from appropriate personnel and completes required paperwork. Submits First Report to Workers Compensation and Department personnel.
- Responds to employee or administrative questions on payroll matters, including changes desired with regard to tax withholdings, benefits, direct deposits, and requested leave.
- Receives direction from Helena payroll for any payroll changes.
- Enters payroll and personnel information, including employee personal and job status information, payroll deductions, new hire/termination forms, and other supporting documentation into SABHRS. Responsible for compiling, analyzing and reconciling errors that arise within a diverse, complex payroll system.
- Assesses employee timesheets for correct project coding, expenditures, differential, expenses, leave, hours, and signatures by communicating with employees and /or supervisors over necessary clarifications or corrections.
- Enters records for union contract-related items such as employee safety, tool, and uniform allowance system to ensure proper reimbursement.
- Independently responsible to maintains confidentiality of payroll files by monitoring and enforcing confidentiality and security protocols, ensuring files are secured at all times, and reporting breaches or anomalies to the DFO and/or Administrative Assistant for corrective action.

- Sustains a current and thorough knowledge of the SABHRS and other payroll related accounting systems to ensure Department payroll policies and practices are up to date and implemented appropriately.
3. Accounting
- Processes vendor claims, petty cash, and procurement card transactions to ensure the accuracy and efficiency of accounting records and procedures. Identifies and reconciles errors, discrepancies, and other problems through consultation with District and Division staff, vendors, and others.
 - Reviews invoices for proper coding and to insure receipt of the product or service was documented and appropriate level management approved the purchase; reviews purchase orders, contracts and cost centers in order to determine the propriety of the purchase and the legitimacy of the costs;
 - Accesses the Procard system to make appropriate changes to coding for each item or service purchased and to also reallocate the transaction.
 - Reviews monthly credit card statement of employee purchases. Determines the proper coding for the purchase, reviews the statement and ensures there is a corroborating invoice or receipt and compliance with state and department purchasing policy. Performs a similar audit of the document as is done for other expenditures paid through the AP system.
 - Processes Utility claims in the Oracle database. Enters Utilities by account number for tracking in the Maintenance Management system (MMS).
 - Input Maintenance activity information into an automated system, ensuring activities are accurately reported. Responsible for establishing accounts receivable for submission to Accounting Operations.

Other Duties – 10%

- This position provides a variety of other administrative support services as assigned by the District Financial Officer or Area Administrative Assistant in support of MDT's mission and District objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

PHYSICAL

- Light lifting (up to 10 lbs.)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Communicate in writing, in person, and over the phone
- Deal with the public on a regular basis
- Ability to meet inflexible deadlines

Knowledge, Skills and Abilities (Behaviors):

This position requires knowledge of office management, business communications, bookkeeping, records management, customer service standards, bookkeeping and accounting practices and procedures along with an extensive knowledge of SABHRS (Statewide Accounting, Budgeting and Human Resource System) This position is also expected to develop a progressively responsible knowledge of MDT policies and procedures, emergency response protocols, and specialized database and reporting systems (e.g., road reporting, Adopt-a-Highway, etc.).

This position requires skill in coordinating multiple projects under inflexible deadlines; translating technical information to varied audiences; identifying and resolving accounting discrepancies and database errors; operating standard office software applications (e.g., word processing, database, etc.); responding to emergency situations; and written and verbal communications.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a High School Diploma or equivalent and one to two years of customer service related training, business or office management, accounting, or communications experience.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- Fingerprint check
- Valid driver’s license
- Background check
- Other; Describe

MPEA Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Human Resources Review

Job Code Title: Administrative Assistant

Job Code Number: Q61023 Level: 3

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Rena Lang

Workforce Planning Manager

8/21/2018

Signature

Title

Date