



**City of Livingston, Montana**  
**Administrative Assistant (Police and Fire) – Full-time Year-round**

**Job Description:**

The City of Livingston, Montana is seeking a highly motivated individual to perform the role of **Administrative Assistant** to support both the Livingston Police Department Police Chief and Livingston Fire & Rescue Fire Chief. This is a non-exempt, full-time, year-round, benefit eligible role. The Administrative Assistant is a detail-oriented and reliable member of the team responsible for the routine and complex office, clerical, and administrative support tasks and duties. This role is highly responsible to handle confidential procedures, assists the public by providing information personally or directing information request according to established procedures, sorts, logs, and maintains records and other documents. This position reports jointly to the Police Chief and the Fire Chief.

**Do not apply through Indeed! Please go to <https://www.livingstonmontana.org/jobs> and complete the 1) application and release forms and send along with 2) your resume and 3) cover letter via email to Human Resources at [HR@LivingstonMontana.org](mailto:HR@LivingstonMontana.org) or by mail/in person to City of Livingston, Attn: HR, 220 E. Park St, Livingston, MT 59047.**

Accepting applications until 4:00 p.m. Friday, September 27, 2024

**Work Location:** In person 414 E Callender St, Livingston, MT 59047

**Job Type:** Full-time, year-round

**Rate of Pay:** Starting at \$20.00 per hour depending on experience

**Shifts:** regularly scheduled 40 hours per week, Monday – Friday 8:00 a.m. to 5:00 p.m.

**Full-time Benefits Include:**

- Montana Public Employee Retirement Plan (PERS)
- Holiday pay, vacation accrual, sick accrual, and paid parental leave
- Medical, dental, vision, and life insurance with a generous monthly employer paid stipend
- Flexible Spending Accounts, Health Savings Account, and/or Health Reimbursement Account
- Employee assistance plan

**Duties:**

- Performs a variety of office work in support of the City's Police and Fire & Rescue departments
- Receives and processes public inquiries and complaints received via email, in person, from other City departments or agencies, and/or by phone
- Performs data entry in relation to entering, tracking, storing, and filing department related data
- Codes and submits invoices to accounts payables for payment
- Works with EMS Billing Company to ensure accuracy of billing and records
- Maintains lists, charts, books, and other departmental reference materials for communication to staff
- Works with Police and Fire leadership to create and maintain Standard Operating Procedures (SOP) and Standard Operating Guidelines for the departments
- Solicits bids as requested for equipment
- Places orders for office supplies and keeps areas stocked and orderly
- Responsible for reviewing and processing all time cards bi-monthly for department employees in accordance with company guidelines and collective bargaining agreements
- Collects, sorts, and distributes departmental mail daily; including pickup and delivery at City Hall, 220 E Park St
- Receives visitors and manages incoming telephone calls
- Schedules meetings and appointments and books conference rooms
- Assists the public with application forms and provides information concerning services, procedures, fees, and legal requirements

- Assists the public and various agencies with a variety of requests including but not limited to requests for police reports, records checks and police videos in accordance with departmental, state and local laws
- Assists with planning special events
- Works with the Chiefs and the Policy Analyst in the completion of grant applications
- Gathers data to be able to create and present comprehensive technical, administrative and financial analytical and statistical reports in regard to fire calls, EMS calls, police calls, etc.
- Works with the Fire Inspection team and City Finance team to assist with business license regulation
- Assists with maintaining the departments City webpages and social media platforms
- Responds to routine Freedom of Access Act requests in a timely manner according to established City procedures and legal requirements
- Assists leadership in recruitment efforts including collecting applications, scheduling interviews and pre-employment exams
- Works closely with the Human Resources Director during recruitment efforts, worker's compensation first notice of injuries and coordinating personnel-related matters, as needed
- Maintains records for both Police and Fire of certifications, trainings required, testing requirements, etc.
- Establishes positive working relationships with representatives of the community, City, state and local agencies, and news media
- Performs other duties as assigned to assist with the daily operations of the departments

**Knowledge of:**

- Previous customer service experience required
- Intermediate to advanced skill and proficiency in Microsoft Office, Calendar, Word, PowerPoint and Excel required

**Education/Certifications:**

- High School Diploma or equivalent, required
- Bachelor's degree or four-year post-high school training in business, public administration, or related field, preferred

**Requirements:**

- Excellent written, verbal, and interpersonal skills and ability to follow oral and written instructions.
- Ability to express ideas orally and in writing, in a clear, concise manner
- Must be able to be punctual and have reliable, steady, daily work attendance
- Strong organizational abilities and attention to detail with accuracy
- Ability to collaborate, work well with, and communicate effectively with the public, coworkers, and managers including judicial judges and clerks
- Required to maintain confidentiality of sensitive information
- Must deal effectively with people of diverse backgrounds
- Represents the City in a professional and customer friendly manner
- Ability to establish and maintain working relationships with the public in a calm, professional manner with strong interpersonal skills requiring tact, courtesy, and discretion
- Computer literate with intermediate computer skills for data entry and ability to learn specific City, Police, and Fire software
- As a condition of hire, the final candidate will be required to successfully pass a high-level criminal history and background check and motor vehicle driving check with an approved driving history
- Have or become Criminal Justice Information Network (CJIN) certified within six months of hire

**Physical Demands / Work Environment**

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

- With or without reasonable accommodation:
  - Sufficient clarity of speech and hearing or other communication capabilities to communicate effectively
  - Sufficient vision or other powers of observation which permits the employee to review a wide variety of materials in electronic or hardcopy form and in-person
  - Sufficient manual dexterity which permits the employee to operate vehicles, computers, hand-held devices, phones, copier/scanners

- Sufficient hearing to comprehend questions and instructions from others.
- Sufficient personal mobility and physical reflexes which permits the employee to efficiently function in the performance of work, including driving, stooping, bending, twisting, climbing, lifting, carrying, and walking
- May frequently lift up to 10 pounds. May occasionally lift over 25 to 50 pounds with assistance
- This job includes prolonged periods of sitting with varied periods of walking, standing, and/or moving about the building and other City building locations
- The employee in this position may come into contact with information that may be upsetting and/or emotionally demanding which requires resilience and the ability to maintain composure
- Regular exposure to indoor office environments, temperature, and noise levels

**Do not apply through Indeed! Please go to <https://www.livingstonmontana.org/jobs> and complete the 1) application and release forms and send along with 2) your resume and 3) cover letter via email to Human Resources at [HR@LivingstonMontana.org](mailto:HR@LivingstonMontana.org) or by mail/in person to City of Livingston, Attn: HR, 220 E. Park St, Livingston, MT 59047**