



COMMUNITY ACTION PARTNERSHIP OF NW MONTANA

Department: Weatherization	Job Description
Job Description Title: Administrative Assistant II	FLSA Status: Non-Exempt
Accountable To: Department Director	Position Status: Part Time / Grade 9 / \$15.98 ph / 28 hours per week
Prepared By: Personnel Officer	Revision Date: July 1, 2024

Job Summary:

The employee performs department / program specific administrative assignments. Protects Agency interests by adhering to established compliance standards.

Essential Duties and Responsibilities:

- Contact eligible clients from priority list: Contact and interview potential clients and set up appropriate files, ensure accurate priority lists, educate clients as to weatherization needs, maintain confidential relationship with clients and follow weatherization guidelines.
- Scheduling: Schedule all weatherization and heating crews, including home audits and inspections, tracking work as completed, address weatherization emergencies and answer client questions about the program.
- General administrative: Assist and support co-workers as necessary.
- Other duties and responsibilities as assigned and required.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- High School diploma or equivalent
- Two years of general office work experience, preferably in Human Services

- Experience working with people from various socio-economic and educational backgrounds
- Good working knowledge of personal computers and general office equipment
- Good organizational skills
- Good interpersonal, verbal and written communication skills
- Must have a commitment to maintaining confidentiality
- Must possess and maintain valid Montana driver's license
- Must possess proof and maintain current 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
- Frequent walking
- Occasional standing, bending, stooping
- Use of hands and arms
- Lifting, carrying, pushing or pulling up to 25 lbs occasionally
- Grasping
- Frequent keyboard/calculator use
- Repetitive motion
- Clear close and distance vision
- Good hearing both in conversation and on the telephone
- Good interpersonal, verbal and written communication skills
- Sometime exposed to angry public and offensive language
- Work outdoors in both cold, slippery and hot temperature conditions
- Exposed to volatile materials
- Intermittent expose to annoying/sickening odors
- Frequent exposure to soaps/detergents, frequent washing
- Exposure to hand tools
- Intermittent driving of vehicles > 10,000 lbs GVW
- Driving personal auto and exposed to moving vehicles
- Exposure to angry public, offensive language and threats
- Fixed workspace and schedule
- Continuous detailed work with frequent deadlines
- Must possess and maintain valid Montana driver's license
- Must possess proof of and maintain current personal auto insurance
- 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.