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.

Working Title: Program Assistant

Position Number: 00008 **Location: Helena**

Department: Commissioner of Political Practices

Job Overview:

The program assistant applies campaign finance and practices laws, administrative rules, and office policies and procedures to audit campaign finance reports submitted by candidates, treasurers and political committees to verify compliance, identify discrepancies or non-compliance, and to develop reports summarizing financial campaign activity. This position communicates with the public, candidates, treasurers and others regarding lobbying, campaign finance, and practice laws and rules. The incumbent assists with lobbyist registration and performs general office duties as required by the supervisor (Program Specialist) and the Commissioner of Political Practices.

Essential Functions (Major Duties or Responsibilities):

- **Campaign Finance (30%)** - Audit campaign finance reports, such as reports from school elections, political action committees, and political parties. Identify discrepancies or non-compliance reports. Collect and organize information for candidate and committee files. Develop and maintain an accurate summary sheet, recording required information and summarizing financial activity of campaign. Enter data provided on candidate reports into computer database. Maintain information included in campaign reports in accordance with applicable state and federal statutes. Communicate with candidates and committees as necessary when review or audit of campaign finance reports reveals non-compliance with statutes or other problems that require further information.

- **Communication & Administrative Support (45%)** - Communicate with candidates, committees, treasurers, and the general public in writing, by telephone, and in person. Apply lobbying and campaign finance laws and administrative rules to answer or refer questions about subjects such as campaign finance reports, campaign practices, or general questions about filing procedures for ethics complaints. Accept written and telephone requests to provide manuals, forms, and published or photocopied information. Organize

and maintain candidate filing system. Assist in maintenance of agency website. Perform general office duties, such as taking and routing phone calls, greeting visitors, receiving and sending mail, maintaining supplies, filing, scanning and photocopying. Create and edit documents, forms, and spreadsheets.

- **Lobbying Registration (20%)** - Assist with lobbyist registration. Update lobbying docket by recording information required by statute. Answer questions about lobbyist registration requirements and statutes.

Physical and Environmental Demands:

A program assistant's work involves sitting for long periods. This position spends a lot of time keyboarding at a computer monitor. The incumbent may encounter problems of eyestrain, stress, and repetitive motion ailments such as carpal tunnel syndrome. This program assistant works a standard 40-hour workweek, from 8 a.m. – 5 p.m.

Knowledge, Skills and Abilities:

Program assistants should be proficient in oral and written communication. This position requires good customer service and interpersonal skills. Program assistants must exhibit an ability to remain professional when dealing with hostile customers. They should demonstrate good judgment in determining when to refer questions to more senior level staff. The work requires the ability to understand and apply a body of laws and rules using knowledge, interpretation, and application of campaign finance laws, administrative rules, office policies, and other procedures. Requires the ability to comprehend and analyze narrative and numerical data for compliance within applicable laws. This position requires computer word-processing and data-entry skills, with emphasis on accuracy and ability to evaluate a computer database, and knowledge of general office and administrative duties.

Minimum Qualifications (Education and Experience):

The above knowledge, skills, and abilities are typically acquired through a high school diploma or equivalent, plus one year of job-related work experience. Basic computer skills, including familiarity with word processing software and experience working in an office environment preferred. Alternative combinations of education and experience may be considered.

Special Requirements:

List any other special required information for this position

☐ Fingerprint check

☐ Background check

☐ Valid driver's license

Union Code

☐ Other; Describe 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.

Mary Baker Prog sup. 1/8/13

Immediate Supervisor **Title** **Date**

Administrative Review **Title** **Date**

My signature below indicates that I have read this job description.

Karen Musgrave Prog. Asst 1-4-13

Employee **Title** **Date**

Human Resources Review

Job Code Title: **Job Code Number:** **Pay Band:**

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

Union Code

Human Resources:

Signature **Title** **Date**