



Announcement for the Administrative Clerk Dispatch

If you have a passion for serving Veterans, consider becoming Rocky Boy Veteran's Center's next **Administrative Clerk Dispatch** located in **Fort Belknap, MT**. This position reports to the Veterans Mobility Manager and will be responsible for many duties, including:

- Serve as contact for designated territory dispatch; create and maintain contact lists and schedules; contact veterans, clients, healthcare, or businesses to coordinate and schedule transportation or appointments.
- Evaluate transportation service needs and coordinator transportation and schedule drivers; fill in for drivers as needed.
- Supervise designated territory service drivers and monitor performance.
- Perform day-to-day administrative operations; process and file paperwork and receipts for all territory services and transactions.
- Monitor transportation vehicles to ensure maintenance and licenses are current.

You will be most successful in this position if you have the following knowledge, skills and abilities:

- Knowledge of general customer service, professional office and transportation principles.
- Knowledge of policies, procedures to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Skill in written and verbal communication with ability to effectively communicate with people from varied backgrounds.
- Skill in the use of Excel and Word software for drafting documents, data management, and tracking.
- Ability to work independently and in a team environment.
- Ability to work collaboratively to ensure organizational success.

To be considered for this position, you must have education and experience equivalent to high school graduation or equivalent and 1-2 years of experience working in logistics, scheduling and coordinating activities, and supervising staff. Other related combinations of education and experience will be considered. Must hold a valid Montana Driver's license and obtain First Aid/First Responder training within 6 months of hire.

Salary: \$28,671 - \$35,838 DOQ This is a non-exempt position.

To apply, please send cover letter, resume and completed Application Form, DD214 or other documentation, if you are a Veteran and wish to claim Vets Preference, either electronically to khoxie@cmsmontana.com or by mail to Attn: Veterans Mobility Manager, PO Box 1251, Helena, MT 59624. Call Kim with questions or to get an application at 406-442-4934.

Please submit applications by November 20, 2020. If a suitable candidate is found in the first screening, no further consideration will be made of applications received after that date. The position remains open until filled.

Rocky Boy Veteran's Center is an Equal Employment Opportunity Employer