



## **JOB DESCRIPTION**

JOB TITLE: Clerical Office Assistant  
FLSA STATUS: Non-Exempt  
REPORTS TO: Executive Assistant/Clerk to the Board  
GRADE LEVEL: 4  
SALARY RANGE: \$32,384 - \$41,440  
HIRING RANGE: DOE

**ESSENTIAL FUNCTIONS:** Under the direct supervision of the Executive Assistant/Clerk to the Board, the Clerical Office Assistant performs a wide variety of complex and technical clerical office support and administrative duties for District staff, including data entry, filing, and archiving for federal and state-funded grant programs; document preparation; record keeping; researching, compiling, and organizing information from various sources. This position requires direct contact with all District staff members, as well as outside vendors and some public. Work is performed utilizing a range of methods, tools, guidelines, regulations, standards, and general level of instruction from supervisor and others, specific to carrying out the District's goals and objectives and annual work program.

### **POSITION SPECIFIC REQUIREMENTS:**

- General office duties including copying, scanning, and filing
- Performs a wide variety of office support and administrative duties, using a variety of word processing, database, presentation and/or desktop publishing programs, and spreadsheet software applications
- Maintains, files, archives, purges, and stores records, files, and reports
- Assists in the preparation, compilation, copying, distribution and mailing of monthly grant billings
- Enters purchase orders for Transit and General funds
- Assists with accounts receivable and payable processes, including mailing or distributing checks
- Opens, time stamps, and distributes incoming mail
- Data entry, including assistance with new and/or existing database projects
- Types, formats, and proofreads a wide variety of reports, letters, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts
- Provides assistance in preparing Board packets and agendas and in administering the District's records retention policies and procedures, including maintaining confidential personnel files
- Acts as back-up to the Transit Operations Specialist to assist with transit data management (miles and hours), including analyzing data and error identification and correction

- Maintains physical and electronic filing and records systems and logs; scans and copies documents and files; ensures accuracy of files and records; updates information as needed; keeps reference materials up to date, as assigned
- Assists with arrangements for meetings and special functions
- Coordinates travel arrangements for staff
- Assists with preparing supply orders, receives, organizes, and maintains inventory of office materials and supplies, as assigned
- Responds to general e-mail inquiries
- Assists with updates to company intranet and website
- Performs various other related duties as assigned by supervisor or others

#### KNOWLEDGE/SKILLS:

- High school diploma and a minimum of three years of accounting, secretarial, or other relevant experience.
- Proficient in Microsoft office, specifically Excel and Word.
- Principles of business letter writing. English usage, spelling, vocabulary, grammar, and punctuation.
- Knowledge of general office machines, such as printers, scanners, and postage machines required.
- The position will require carrying out a variety of tasks as they arise, requiring flexibility and a willingness to do what is needed at any time within this position's scope of work to support the work of the other staff.

#### ABILITIES:

- Requires good organizational skills
- Ability to think critically, creatively, and holistically
- Ability to work effectively with staff and members of the public, as well as independently
- Must have a strong internal and external customer service focus
- Ability to coordinate multiple projects and meet critical deadlines
- Maintain accurate records and files
- Independently recognizes and performs duties which need to be done without being directly assigned. Establishes priorities; organizes work and time to meet them
- Observes all District and departmental policies governing conduct while at work (e.g., telephone and computer use, electronic messaging, breaks and other related policies)
- Performs responsible clerical support work with accuracy, speed, and minimal supervision
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities
- Possession of a valid California or Nevada Class C Driver License

#### ANALYSIS:

Some analytic ability required to gather and interpret data, but in non-complex situations.

#### DECISION MAKING:

Makes routine decisions following standard procedures.

**COMMUNICATION LEVEL:**

Requires ability to communicate detailed information either verbally or in writing. Has some public contact.

**WORKING CONDITIONS/PHYSICAL EFFORT:**

1. Office environment
2. Bending, stooping
3. Lift up to 40 pounds
4. Use office equipment, keyboard
5. Some travel in local area

**DISTRICT BENEFITS:**

District employees receive vacation and employee medical, dental, vision, life insurance and short-term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

**APPLICATION PROCEDURE:**

Any qualified person interested in this position should submit their resume, application, and a letter of interest to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448, or email to [daspero@tahoetransportation.org](mailto:daspero@tahoetransportation.org).