



JOB DESCRIPTION

JOB TITLE: Clerical Office Assistant
FLSA STATUS: Non-Exempt
REPORTS TO: Executive Assistant/Clerk to the Board
GRADE LEVEL: 4
SALARY RANGE: \$34,327 - \$43,926
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
- Assists with transit data management, including analyzing data and error identification and correction when requested
- 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.