

Regional Transit Job Announcement

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2810 O Street, Sacramento CA 95816 (916) 556-0298

Administrative Technician (Transportation Department)

Internal Only

Salary: \$52,889 - \$74,032 annually
(Plus Excellent Benefits)

Posting Date: April 4, 2019 (Thu)
Filing Deadline: April 17, 2019 (Wed)

SUPPLEMENTAL QUESTIONNAIRE AND TYPING CERTIFICATE ARE REQUIRED AT THE TIME OF APPLICATION

JOB SUMMARY

The purpose of this position is to provide technical administrative support to department specific processing functions. This position will primarily provide support to the Transportation Department.

ESSENTIAL FUNCTIONS

- J Collecting, interpreting, entering, tracking and processing department specific information.
- J Preparing, formatting, and editing documents, developing and distributing correspondence.
- J Maintaining files, records, reports, and logs related to processes; reviewing, researching, and downloading additional required information to process specific requests.
- J Providing written responses for supervisory review by researching and reviewing department policies, coordinating and gathering information, and drafting responses to various inquiries and requests related to department functions.
- J Preparing and maintaining files, records, and monthly or quarterly reports, making business travel arrangements for department staff when warranted.
- J Performing payroll and procurement activities for department.
- J Manages departmental data by collecting, entering, tracking, and updating data into departmental database, scheduling required maintenance, conducting security back-up and recovery of databases, and designing and implementing testing routines to identify and resolve technical issues.
- J Preparing monthly and quarterly reports, gathering and summarizing information as required.
- J Prepares for internal or external meetings or training sessions by coordinating arrangements and preparing meeting materials.
- J Participates in special projects by establishing project tracking and review systems for assigned projects, monitoring and tracking project progress.

MINIMUM QUALIFICATIONS

Education: High School diploma or equivalent and a minimum of six (6) months of advanced study or training in a specific vocational, administrative or technical nature. Accredited community college, vocational, business, technical or correspondence schools are likely sources. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: A minimum of one (1) year of technical administrative office support experience.

Required Computer Skills: Intermediate word processing, spreadsheet, presentation and database software.

Proof of required education such as college transcripts, diplomas, and/or certificates must be submitted at time of application, if not substituting experience for the education requirement.

TYPING REQUIREMENT

Applicants must have the ability to type accurately at a net rate of 50 words per minute. At time of application, applicants must submit typing certificate, less than two (2) years old (dated between April 4, 2017 and April 17, 2019), and **MUST** include: (1) A statement that it was a 5-minute timed test; (2) Total gross words per minute and number of errors; (3) Date the typing test was administered; and (4) Name of instructor or certifying official administering the test. **Current employees in classifications with a typing requirement that is at or above the required net rate of 50 words per minute, do not need to submit typing certificates.**

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental application, typing certificate and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, and job announcements are available at Human Resources, 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire, typing certificate and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, April 17, 2019 at 5:00 p.m. RT does not accept late applications regardless of postmark. RT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298. **RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.**

This position falls under the AFSCME Collective Bargaining Unit

(Supplemental Questionnaire on Reverse Side)

Sacramento Regional Transit District Supplemental Questionnaire

Administrative Technician (Transportation Department)

Final Filing Date: Wednesday, April 17, 2019

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date.

Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.

Please answer the following questions. Limit your answers to no more than two double-spaced typed pages for each question. Attach answers on a separate sheet of paper and number each item accordingly.

1. Describe, in detail, your technical administrative office support experience. In your response detail your specific job duties, the number of years/months you performed these duties and the employer.
2. Describe a position you've held where reviewing documents for accuracy and completeness according to specific guidelines was a primary responsibility. In your response include the types of documents reviewed, the guidelines followed, the number of years/months you performed these duties and the employer.
3. Describe your experience collecting, entering, tracking and updating information into a database and extracting information in the form of reports. In your response, include the type of information that was entered, the types of reports you created and the software that was used. In addition, include the number of years/months you performed these duties and the employer.
4. Describe your level of experience with the following software applications and, on a separate sheet of paper, provide examples of the types of documents, correspondence, or reports you have created that would support your rating.

No experience1
Beginning-level experience2
Intermediate-level experience3
Advanced-level experience4

<u>Program</u>	<u>Experience Level (#)</u>	<u>Employer Where Used</u>
GroupWise/Outlook	_____	_____
MS Word	_____	_____
MS Excel	_____	_____
MS Access	_____	_____