



Classification: FT  
FLSA Status: Non-Exempt

**Is accepting applications for the position of:**

**ADMINISTRATIVE CLERK (FULL-TIME)**

**Salary Range: \$2,753 - \$3,347 per month**

**Final Filing Date: 5:00 p.m. – Monday, June 23, 2014**

**Tentative Oral Board Interview Date: Thursday July 10, 2014**

---

**Benefits:** PERS Retirement dependent on category at time of hire  
Employer paid health insurance, dental, vision, and life insurance  
Holidays, Vacation and sick leave

---

**SUMMARY OF RESPONSIBILITIES:**

The position of Administrative Clerk is responsible for supporting various administrative and operational programs of the Solano Transportation Authority (STA) requiring strong verbal communication and organizational skills. The position provides clerical support to members of agency and provides back-up support to the Clerk of the Board and other administrative staff. Responsibilities require the frequent use of tact, discretion, and independent judgment, as well as knowledge of the Authority's day to day activities.

The Administrative Clerk is the entry level classification within the flexible class series of Administrative Clerk/Administrative Assistant I/Administrative Assistant II. It is distinguished from the Administrative Assistant I/II in the nature, scope, diversity and level of responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides administrative clerical support to the department staff; and backup support to the Clerk of the Board
- Acts as receptionist; receives and screens visitors, telephone calls, takes and relays inquiries and messages, evaluates informational needs of callers, and directs to appropriate staff or other agencies
- Provides factual information to the public regarding Authority or departmental regulations and functions, responds to organizations requests for materials
- Receives, prioritizes and distributes mail and other communications, including faxes, documents, pamphlets and circulars to staff and others requiring access to such information
- Coordinates and setup of meetings, schedules rooms, notifies participants, arranges for refreshments as appropriate, and may act as recorder for minutes
- Attends to a variety of office administrative details, such as keeping informed of the STA activities and transmitting information
- Operates standard office equipment, including job-related computer hardware and software applications, copiers, facsimile equipment and multi-line telephones; and other department-specific equipment
- Creates, organizes and maintains various administrative files
- Assists in coordination of special projects that vary depending on the needs of the STA
- Establishes and maintains current information referral system including contacts, schedules, mailing lists, databases, agreements and amendments in Excel and Access for committees and projects

**STA is an equal opportunity employer.**

- Maintains office supply inventory information
- Receives direct supervision from management or supervisory positions and functional and technical supervision from administrative staff; exercises no supervision
- Performs related duties as assigned

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

Any combination of education and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A professional way to obtain the required knowledge and abilities would be a High School degree with a minimum of one year general office and customer service experience.

**KNOWLEDGE AND SKILLS:**

In addition to the experience and education above, the position requires:

- Knowledge of basic office practices and procedures
- Application of strong customer service skills and interact consistently in courteous professional manner with public and staff
- Communicate verbally and in writing and be able give and receive clear instructions
- Flexible, unbiased and a person of high integrity
- Organize and maintain accurate files and understand basic agreements
- Ability to work as a team member, maintain cooperative and effective workplace relationships
- Ability to prioritize and manage multiple activities
- Use initiative and sound independent judgment within established procedural guidelines
- Ability to operate computers and other standard office equipment
- Proficient in Microsoft Suite (Word, Excel) with the ability to learn other specialized computer software applications
- Perform related duties as assigned

**PHYSICAL DEMANDS:** While performing this job, the employee is regularly required to sit for extended periods of time; may require walking for short periods; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; reach at and above shoulder level; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; lifting and/or carrying of light to moderate equipment/supplies; hand and finger dexterity sufficient to operate computer keyboard for extended periods of time. This classification also emphasizes speech, hearing and vision; ability to see well enough to read handwritten and typed documents and view computer monitors for extended periods of time; ability to hear well enough to communicate on the telephone and in person over office noise; ability to speak well enough to be easily understood over the telephone and in public meetings; ability to comprehend at the level required for the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to travel to and function at scheduled external meetings and events as well as work variable hours on occasion (evenings and weekends). Able to lift 20 pounds, drive a van and handle event equipment.

**DRIVING REQUIREMENTS:** Driving of personal and STA vehicles is necessary as many meetings and other job-related activities will be out of the STA offices. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. The hire for this position must have a valid California Class C driver's license and have a satisfactory driving record such that the employee is eligible for coverage by STA's insurers. All new hires will be subject to an initial DMV "pull notice" check, and following employment, annually thereafter.

**APPLICATION PROCESS:**

A completed Solano **Transportation Authority (STA) Employment Application** must be submitted to Human Resources at One Harbor Center, Suite 130, Suisun City, CA 94585.

**Applications must be received not later than 5:00 pm on Monday, June 23, 2014.**

Additional information regarding the application and job description can be found online at [www.sta.ca.gov](http://www.sta.ca.gov). Application packets may also be requested in-person at the above address.

Resumes **will not** be accepted in lieu of a completed application packet. Applications can be submitted in one of several ways: 1) faxed to the HR Department at (707) 399-3229 or 2) delivered/mailed to the Solano Transportation Authority Attn: Human Resources, One Harbor Center, Suite 130, Suisun City, CA 94585 or 3) Emailed to [humanresources@sta-snci.com](mailto:humanresources@sta-snci.com) (this option is available through the 'submit' button at the bottom of the online application).

**SELECTION PROCESS AND TENTATIVE SCHEDULE:**

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the examination process. The examination process may consist of a written exam (pass/fail), a practical exam and/or an oral interview. The hiring of a successful candidate is contingent on passing a background check and the DMV "pull notice" check.

**OTHER IMPORTANT INFORMATION:**

It is important that your application show all the relevant education and experience you possess.

**Resumes submitted in lieu of an application will not be accepted.** Applications may be rejected if incomplete or not signed.

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 424-6075. Requests for accommodations must be received no later than five (5) calendar days after the final filing date for the recruitment.