

**September 28, 2021**

**RECRUITMENT ANNOUNCEMENT  
ADMINISTRATIVE ASSISTANT  
(FINANCE DIVISION/TECHNOLOGY AND PROGRAM MANAGEMENT DIVISION)**

**SALARY RANGE:**

**\$19.96 - \$28.47**

**PLUS EXCELLENT BENEFITS PACKAGE**

**OPEN UNTIL FILLED**

**JOB SUMMARY:**

Under the shared supervision of the Director of Finance and the Director of Technology and Program Management, performs a variety of clerical, administrative, and financial support services for these two divisions.

**ESSENTIAL JOB FUNCTIONS:**

Provide administrative and clerical support to the Director and Division staff (e.g. format and type various reports, correspondence, and other documents from a wide range of sources using word processing and spreadsheet software, photocopy and fax, and file documents).

Assist with the Finance, Procurement and Contracts, Payroll, and Grants Administration departments that report to the Director of Finance.

Assist with the Information Technology department, and district project teams under the oversight of the Director of Technology and Program Management.

Assist the Director of Technology and Program Management with grant recipient oversight, quarterly report processing, and competitive grant program application process oversight.

Assist in the preparation of statistical, financial, and administrative reports and presentations for the Director, the Board of Directors, and specific groups, as requested.

Serve as the recorder for District committees, as assigned, by taking, transcribing, and distributing meeting minutes.

Compile and enter data into database and spreadsheet software regarding various reports.

Set up meeting rooms ensuring all necessary equipment, materials, and supplies are present. Locate and coordinate external venues for meetings or outreach events.

Assist staff in organizing public outreach efforts and in presenting basic transit information to the public.

Assist in establishing and maintaining Division recordkeeping and filing systems; file documents.

Receive information from customers and prepare reports of information received.

Assist Payroll with the distribution of payroll checks and other clerical tasks.

Monitor Division materials and supplies and prepare documentation to order when necessary.

Make travel, meeting, and event arrangements.

Open, date stamp, and distribute Division mail.

**AUXILIARY FUNCTIONS:**

Serve as backup to receptionist and other clerical staff, as needed.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

Working knowledge of office practices and procedures.

Ability to communicate both orally and in writing in a concise and clear manner using proper business English, spelling, grammar, and punctuation.

Ability to handle highly confidential and legal information.

Considerable skill in the use of personal computers and applications, especially Windows, Microsoft Word, Excel, PowerPoint, and Adobe Acrobat; ability to learn desktop publishing techniques; skill in typing at a high rate of speed.

Skill in taking and transcribing meeting notes in an accurate and concise manner.

Skill in basic mathematics and making mathematical computations and tabulations quickly and accurately. Basic accounting knowledge would also be desirable.

Considerable skill in collecting and interpreting various types of data within the District's automated financial systems to organize, write, and generate reports for the District and government agencies.

Ability to carry out work assignments and prioritize multiple tasks while meeting time, quality, and quantity expectations. Ability to prioritize and reprioritize tasks with little or no notice.

Ability to act as a positive representative of the District and interact with the general public using courtesy, tact, and good judgment.

Ability to work cooperatively with others, be respectful of co-workers, promote teamwork.

Ability to be self-starting and proactive.

Ability to perform job functions in a safe manner.

Ability to report to work on time as well as on a regular and predictable basis.

**REQUIRED EDUCATION AND EXPERIENCE:**

Minimum of high school diploma supplemented with course work in a clerical, administrative, or business support field, or at least three years of experience in clerical, administrative support, customer service, accounting, or other related work environments.

OR

Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, and skills.

**SPECIAL REQUIREMENTS:**

No criminal conviction that, in the sole judgment of the District, may constitute a threat to property or the safety of others.

**WORKING CONDITIONS:**

Usual office working environment.

May occasionally have to drive or take bus to attend meetings, occasionally in the evening. If incumbent wishes to drive, incumbent must present District with valid Oregon driver's license and must maintain driving record that demonstrates adherence to safety and traffic laws and regulations.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED THAT WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.**

**TO APPLY:**

**Please submit the application to our Administration Office. To obtain an application:**

- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's Careers Page. Refer to specific current job opportunity of interest for application materials. Website: [www.Cherriots.org/careers](http://www.Cherriots.org/careers)
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Office hours are 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. mail.

Mail to: Salem Area Mass Transit District  
Human Resources Department  
555 Court St NE, Suite 5230  
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Resumes in lieu of the original official District application form will not be accepted. Applications may be submitted in person, by email, by fax. or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

**AN EQUAL OPPORTUNITY EMPLOYER**

**NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.**



SALEM AREA MASS TRANSIT DISTRICT  
**Non-Bargaining Employee Benefits**

as of 3/1/2021

**At time of hire**

- **Medical and Prescription Insurance** with your choice of PacificSource or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with MODA; premium 100 percent paid by District
- **HRA VEBA – Health Savings Account** – \$1000 provided by District annually
- **Employee Assistance Program**
- **Paid Holidays** - *New Year's Day | Martin Luther King Jr. Day | Presidents Day | Memorial Day Independence Day | Labor Day | Veterans Day | Thanksgiving Day | Christmas Day*
- **Vacation Leave** - Accrued bi-weekly according to a schedule of years of service, starting at 0-2 years of service | 3.08 hours bi-weekly | 10 days / year
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Unused Sick Leave Cash-out at Retirement** - separation based on hours accrued and length of service
- **Universal Bus Pass** - Eligible on date of hire for employees to ride Cherriots buses for free

**After six months**

- **Long Term Disability Insurance** - Regence Life & Health Insurance Company premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Regence Life & Health
  - District pays 100% of premium costs
  - \$50,000 Life Insurance Policy for employee; \$2,000 Dependent Life for Spouse; \$1,000 Dependent Life for Children
- **Family Bus Pass** - For eligible dependents to ride Cherriots buses for free

**Employee Retirement Plan**

- **Profit Sharing Plan**
  - District contributes 5% of employee's earnings, and will automatically match up to an additional 5% of 457 elections, unless waived.

MORE  
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT  
**Voluntary Employee-Optional Benefits**  
(Employee Funded)

- **Voluntary Supplemental Life Insurance**
  - Guaranteed Issue of \$100,000 employee; \$10,000 spouse
- **Deferred Compensation Plan – ICMA Retirement Corporation**
  - Payroll deduction
  - Employee self-contribution
- **LegalShield® and IDShield™**
  - Payroll deduction
- **Cafeteria Plan - Flex Spending Account**
  - Payroll deduction

**NOTE:**

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.