

**MAY 31, 2022**

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

**POSITION PAY RANGE:****\$19.96 - \$28.47****PLUS EXCELLENT BENEFITS PACKAGE****OPEN UNTIL FILLED****Who We Are**

The Salem Area Mass Transit District, known locally as Cherriots, is a successful and highly regarded public transit system. We are a mission-minded, values-driven organization that strives every day to deliver a world-class customer experience. We provide local, regional, and paratransit service throughout Marion and Polk counties. But we're not just about transportation. We're changing lives by increasing access to jobs, shopping, and educational opportunities, along with providing businesses with access to a larger workforce. And we assure people that they will be able to access recreational, social, faith-based, and other activities, without the need of a car.

**About the Role**

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

**How You Will Make an Impact**

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

- Assist with the Finance, Procurement and Contracts, Payroll, and Grants Administration departments, which all report to the Director of Finance.
- Assist with the Information Technology Department, and 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 designated Director, the Board of Directors, and specific groups as requested.
- Serve as the recorder for committees as assigned by taking, transcribing, and distributing meeting minutes.
- Compile and enter data into spreadsheets and databases to formulate division reports and customer 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 recordkeeping and filing systems; file documents.
- Assist Payroll with the distribution of payroll checks and other clerical tasks.
- Monitor division materials and supplies and create requisitions as needed.
- Make travel, meeting, and event arrangements.
- Open, date stamp, and distribute division mail.
- Serve as back-up to receptionists and other clerical staff as needed.
- Additional duties as assigned.

### **What You Will Need to Be Successful in this Role**

Either of the below three requirements:

1. At minimum, a high school diploma supplemented with course work in a clerical, administrative, or business support field.
2. At least three years of experience in clerical, administrative support, customer service, accounting, or other related work environments.
3. Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, and skills.

Additionally:

- Possesses working knowledge of office practices and procedures. Maintains a high degree of confidentiality.
- 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.

- Communicates effectively both verbally and in writing. Conveys information in a clear and concise manner using proper business English, with close attention to spelling, grammar, and punctuation.
- Skill in basic mathematics and making mathematical computations and tabulations quickly and accurately. Basic accounting knowledge would also be desirable.
- Skill in taking and transcribing meeting notes in an accurate and concise manner.
- Considerable skill in collecting and interpreting various types of data within automated financial systems to organize, write, and generate reports for use internally and by government agencies.
- Carries out work assignments while meeting time, quality, and quantity expectations. Ability to manage competing priorities with little to no notice throughout the day.
- Acts as a positive representative of the organization and interact with the general public using courtesy, tact, and good judgment.
- Works cooperatively with others, be respectful of co-workers, and promote teamwork.
- Proactive self-starter who reports to work on time as well as on a regular and predictable basis.

### **Special Requirements**

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

### **Working Conditions**

Duties are performed in an office environment. May occasionally have to drive or take bus to attend meetings, occasionally in the evening. If incumbent wishes to drive, incumbent must present a valid Oregon Driver's License and must maintain driving record which demonstrates adherence to safety and traffic laws and regulations.

**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: [Cherriots.org/careers](http://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](mailto: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.

***Equal Opportunity Employer***

*As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. We are committed to providing reasonable accommodations to applicants and employees who need them because of a disability or practice or in observance of their religion, absent undue hardship.*



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.