

January 10, 2025**RECRUITMENT ANNOUNCEMENT
Administrative Assistant****Position Wage Range: \$23.33 - \$33.27
Excellent Benefits Package****Open Until Filled****Who We Are:**

The Salem Area Mass Transit District, known as Cherriots, is a great public transit system. We work hard every day to give our customers the best experience possible. We provide local, regional, and paratransit services in Marion and Polk counties. But we do more than just transportation. We help people get to jobs, shopping, and schools. We help businesses find more workers. We ensure that people can enjoy recreational, social, faith-based, and other activities without needing a car.

Cherriots is an equal opportunity employer that aims to create a workforce that reflects our diverse community. We are committed to creating an inclusive environment for all employees and encourage individuals from all backgrounds to apply.

About the Role:

Under the administrative direction of the Maintenance Manager, the Administrative Assistant performs a wide variety of moderately complex clerical and administrative support services for the Maintenance Department.

Duties:

- Provide administrative and clerical support to the Department, including producing and editing correspondence, formatting reports, performing data entry, and handling other documents from a wide range of source materials. Duties will also include photocopying, scheduling meeting rooms, and maintaining recordkeeping systems to help monitor various transit service processes.
- Prepare the necessary paperwork and facilitate the maintenance employee bidding processes for regular shifts, holidays, and extra work.
- Input data into the Maintenance data system and run various reports from this system; create new reports as needs arise; correct data entry, inventory, or software calculation problems; record additions and deletions for vehicles; and record additions and deletions for tires.

- Daily input on the Center for Transportation and the Environment (CTE) spreadsheet and monthly report to CTE.
- Monitor certain department materials and office supplies and prepare documentation to order when necessary. Produce documentation for supply orders received.
- Update maintenance lists when new hires or exiting employees are hired and provide updated information to the Continuity of Operations Plan, Human Resources, Maintenance Supervisors, and the Maintenance Manager.
- Assist Maintenance Supervisors as needed.
- Provide the Finance Department with quarterly and annual reports for their Oregon Department of Transportation and Federal Transit Administration reports.
- Perform routine clerical tasks in support of other District offices.
- The ability to consistently adhere to a defined work schedule and be onsite is crucial to the successful performance of this role's job duties and responsibilities; the essential duties of this role require a reliable presence for planned or unplanned in-person meetings and other interactions necessary to operate efficiently, including the communication of assignments to and from managers, and other day-to-day activities to serve internal and public access needs.
- Perform additional duties as assigned.

What You Will Need to Be Successful in this Role:

- Working knowledge of office practices and procedures.
- Communicate both orally and in writing concisely and clearly, using proper business English, spelling, and punctuation.
- Act as a positive District representative and interact with the general public with courtesy, tact, and good judgment.
- Work cooperatively with others, respect co-workers, and promote teamwork.
- Maintain confidential information.
- Be self-starting and proactive.
- Carry out work assignments and tasks while meeting time, quality, and quantity expectations.
- Skill in basic arithmetic and making arithmetical computations and tabulations quickly and accurately.
- Considerable knowledge and ability to rapidly learn the District's Maintenance data systems and become familiar with the structure of these programs to manage their use, input and retrieve data, troubleshoot problems, and find creative solutions to issues.
- Considerable skill in collecting and interpreting various data types within the Maintenance systems to organize, write, and generate reports for District and government agencies.
- Skill in operating standard office equipment (telephone, photocopy machine, fax machine, 10-key calculator).
- Skill in taking and transcribing meeting minutes.

- Considerable skill in operating a personal computer using word processing, spreadsheet, and database software applications.
- Knowledge of archiving practices.
- Perform job functions safely.

Education and Experience:

- High school diploma supplemented with coursework or training in clerical and administrative office skills and three years of clerical and secretarial experience. **OR** A combination of education and experience that provides the required knowledge, skills, and abilities to perform the position's essential functions. The District reserves the right to determine the equivalences of education and experience.
- Three years of clerical or secretarial experience. **OR** Any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.
- Must present the District with a valid Oregon driver's license and maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
- Experience navigating a labor union environment is preferred.

Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally, lifting or moving up to 30 pounds is also required.

Working Conditions

- Duties are performed in both an office and field setting.
- Must travel occasionally to attend meetings and conferences.

To Apply:

Applications are preferred over resumes.

If you have any questions regarding the application or selection process, please contact the Human Resources Specialist at recruitment@cherriots.org or 503-361-7502.

If you need accommodation under the Americans with Disabilities Act or Equal Employment Opportunity Act for any part of the application process, please get in touch with our Human Resources Specialist at 503-361-7502 or recruitment@cherriots.org.

To Obtain an Application:

- Email: Request that an application and recruitment announcement be sent by emailing recruitment@cherriots.org.
- Internet: Download the application in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's careers page. <https://www.cherriots.org/careers/>
- Telephone: Request that an application be sent to you by calling the Human Resources Department at 503-588-2424.
- Fax: Request that an application be by faxing the Human Resources Department at 503-361-7532.
- Mail: Request an application via mail.
Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Selection Process:

- The candidate will be notified within two weeks of submitting their application regarding the status.
- Candidate will be selected based on the result of:
 - Resume review
 - Application review
 - Panel interview
 - Criminal background check



SALEM AREA MASS TRANSIT DISTRICT
Non-Bargaining Benefits
as of 7/1/2024

At time of hire

- **Sick Leave** - 3.70 hours, accrued bi-weekly.
- **Vacation Leave** - Accrued bi-weekly. Accrual schedule starts at:
0-2 years of service | 3.08 hours bi-weekly | 10 days per year
- **10 Paid Holidays per year**
 - New Year's Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually, prorated contribution at time of hire.
- **Employee Assistance Program (EAP)** - Canopy - Confidential support for life's challenges, including mental health and grief counseling, financial and legal resources, and more. Premium is 100% paid by the District.
- **Universal Bus Pass** - Ride Cherriotics buses for free.

Starting the first day of the month following hire date

- **Medical and Prescription Insurance** - Regence Blue Cross Blue Shield or Kaiser Permanente - Premium is 100% paid by the District.
- **Vision and Hearing Insurance** - Ameritas/VSP - Premium is 100% paid by the District.
- **Dental Insurance** - Delta Dental / MODA - Premium is 100% paid by the District.

MORE
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT

Non-Bargaining Benefits

as of 7/1/2024

After completion of Trial Service

- **Long Term Disability Insurance** - Reliance Standard.
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard.
 - \$50,000 for employee - 100% paid by District.
 - \$2,000 for spouse - 100% paid by District.
 - \$1,000 for dependents - 100% paid by District.
- **Employee Retirement Profit Sharing Plan** - MissionSquare Retirement.
 - The District contributes 5% of employee's earnings, and;
 - The District matches up to 5% of employee 457 contributions.
- **Family Bus Pass** - Eligible dependents ride free.

Voluntary employee funded benefits

- **Voluntary Supplemental Term Life Insurance** - Reliance Standard.
 - Guaranteed issue of \$100,000 for employee, \$20,000 for spouse, and \$15,000 for child(ren).
- **Deferred Compensation Plan** - MissionSquare Retirement.
- **Legal and Identity Protection** - LegalShield and IDShield.
- **Flexible Spending Account (FSA)** - Professional Benefits Services.

NOTE:

This is a summary of benefits provided by Salem Area Mass Transit District for employees and dependents. It should not be construed as full or final information on these benefits, which are subject to change. For complete details and requirements, please refer to Personnel Policies and Contract of Insurance.