

January 5, 2024**RECRUITMENT ANNOUNCEMENT
Administrative Assistant****Position Pay Range: \$22.22 - \$31.69
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 services 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 direction of the Transportation Manager, performs a wide variety of moderately complex clerical and administrative support services for the Transportation Department and the Operations Division.

How You Will Make an Impact:

- Provide secretarial and clerical support to Department staff (e.g., edit correspondence; format and type various reports, correspondence, and other documents from a wide range of source materials; photocopy; schedule meeting rooms; establish and maintain recordkeeping systems to help monitor various transit services processes).
- Carry out basic financial functions: order supplies and materials, prepare invoices for payment, and in general work closely with the Accounting staff and Transportation Manager to keep accurate records and maintain the operating budget.
- Order, track, and maintain an accurate rolling inventory of uniform items for Transit Operators, Supervisors, and other District staff.

- Prepare the necessary paperwork and facilitate the Transit Operator bidding processes: regular shifts, holidays, extra work, and vacation.
- Serve as recorder for District committees, as directed by the Transportation Manager by taking, transcribing, and distributing meeting minutes and providing supporting documentation as required.
- Monitor certain Division materials and supplies and prepare documentation to order when necessary.
- Assist supervisors with special tasks and projects as directed by the Transportation Manager.
- Assist with organization and execution of employee recognition events.
- Occasionally perform routine clerical tasks in support of other District offices when authorized by the Transportation Manager.

What You Will Need to Be Successful in this Role:

- Working knowledge of office practices and procedures, including the effective use of standard office and administrative computer hardware, software applications, and programs, including but not limited to the Microsoft Office Suite and Google Documents, Sheets, and Slides.
- Ability to communicate both orally and in writing, concisely and clearly using proper business English, spelling, and punctuation.
- Ability to act as a positive representative of the District and interact with the general public and business entities using courtesy, tact, and good judgment.
- Ability to work cooperatively with others, be respectful of co-workers, and promote teamwork.
- Ability to maintain and protect confidential information.
- Must be self-starting and proactive.
- Ability to carry out work assignments and tasks while meeting time, quality, and quantity expectations.
- Ability to perform job functions safely and follow standard safety procedures established by the District.
- Skill in basic arithmetic and ability to make arithmetical computations and tabulations quickly and accurately.
- Considerable knowledge and ability to rapidly learn the District's personnel and financial data software systems, as well as become familiar with the structure of these programs in order to manage their use, input and retrieve data, troubleshoot problems and find creative solutions to issues.
- Considerable skill in collecting and interpreting various types of data and the ability to write, and generate reports for the District and outside agencies.
- Skill in operating standard office equipment (telephone, photocopier machine, fax machine).
- Skill in taking and transcribing meeting minutes.

Special Requirements:

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

Required Education and Experience:

- High school diploma supplemented with coursework or training in clerical and administrative office skills and three years of clerical and/or secretarial experience.

OR

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

Working Conditions:

- Usual office working environment.
- Occasionally will need to drive or take the bus to deliver schedules and other materials. If the employee wishes to drive, they must present the District with a valid Oregon Class C driver's license and must maintain a driving record that demonstrates adherence to safety, and traffic laws and regulations.

To apply please submit the application to our Human Resources Department.

Applications may be submitted in person, by email, fax, or mail. Cherriots is not responsible for lost or delayed mail.

Resumes in lieu of the official Cherriots application will not be accepted.

To obtain an application:

Email: You may request that an application and recruitment announcement be sent to you by emailing recruitment@cherriots.org. Application materials will be sent via email.

- ❖ 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 opportunities of interest at our website: Cherriots.org/careers.
- ❖ Telephone: You may request that an application be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via email or mail.
- ❖ Fax: You may request that an application be sent to you by faxing the Human Resources Department at 503-361-7532.
- ❖ Mail: You may request an application via mail.
Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

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 7/1/2023

At time of hire

- **Medical and Prescription Insurance** - your choice of Regence Blue Cross Blue Shield or Kaiser Permanente - premium is 100% paid by District
- **Vision and Hearing Insurance** - Ameritas - premium 100% paid by District
- **Dental Insurance** - Delta Dental / MODA - premium 100% paid by District
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually
- **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
- **Employee Assistance Program (EAP)** - Confidential assistance with personal problems
- **Universal Bus Pass** - Ride Cherriots buses for free

- **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 Cherriots buses for free

MORE
BENEFITS 



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

- **Voluntary Supplemental 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 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.