

November 19, 2020

**RECRUITMENT ANNOUNCEMENT
RECEPTIONIST**

SALARY RANGE:

\$16.27 - \$23.20

PLUS EXCELLENT BENEFITS PACKAGE

OPEN UNTIL FILLED

JOB SUMMARY:

Under the immediate supervision of the Director of Human Resources and Labor Relations, the incumbent of this position performs receptionist and routine clerical duties for the District.

ESSENTIAL JOB FUNCTIONS:

Perform receptionist duties for District administrative offices: operate multi-line phone system; answer phones and direct phone calls to appropriate staff members; take messages as required; greet visitors and direct them to appropriate staff members.

Log and record visitor/staff information for security and evacuation purposes.

Maintain District vehicle reservation log.

Perform various routine clerical tasks such as entering data, typing documents, keeping logs, compiling information, and alphabetizing documents.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of office procedures.

Ability to communicate, both orally and in writing, with other employees and the general public in a clear, concise, and logical manner.

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

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

Ability to maintain confidential information.

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

Ability to perform job functions in a timely, safe, and accurate manner.

Skill in basic arithmetic and ability to make arithmetical computations and tabulations quickly and accurately.

Skill in operating standard office equipment and multi-line telephone.

Skill in using a personal computer and Windows based word processing.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or GED supplemented with clerical training and one year reception or clerical experience

OR

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

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:

Usual office working environment with heavy exposure to the general public.

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.
- ❖ 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

Faxes or resumes in lieu of original official District application form will not be accepted. Applications may be submitted in person, by email, 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.