



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**

## **Administrative Technician**

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<b>SALARY:</b>	\$54,211.00 - \$75,883.00 Annually
<b>DEPARTMENT:</b>	Safety & Environmental
<b>OPENING DATE:</b>	01/14/21
<b>CLOSING DATE:</b>	01/27/21 11:59 PM
<b>RECRUITMENT TYPE:</b>	Internal/External
<b>DESCRIPTION:</b>	

**TYPING CERTIFICATE IS REQUIRED AT TIME OF APPLICATION.**

The purpose of this position is to provide technical administrative support to department specific processing functions. This is accomplished by collecting, interpreting, entering, tracking and processing department specific information; responding to various inquiries by researching and reviewing department policies, coordinating and gathering information and drafting responses; typing, printing, and distributing departmental correspondence, tracking and recording information and preparing reports; copying, scanning, and faxing documents, managing databases, and administering procurement activities.

This current vacant position will primarily provide support to the Safety & Environmental department with various administrative and support tasks.

**An eligibility list will be created for filing future vacancies throughout the District.**

### **EXAMPLES OF DUTIES:**

- Provides technical administrative support by collecting, interpreting, entering tracking and processing department specific information; preparing, formatting, and editing department documents, developing and distributing departmental correspondence; contacting outside agencies or vendors as needed; maintaining files, records, reports, and logs related to processes; reviewing, researching, and downloading additional required information to process specific requests; providing written responses for supervisory review by researching and reviewing department policies, coordinating and gathering information, and drafting responses to various inquiries and requests related to department functions; ordering supplies, copying, scanning, faxing, or filing documents; preparing and maintaining files, records, and monthly or quarterly reports, making business travel arrangements for department staff when warranted; performing payroll and procurement activities for department; receiving and screening telephone inquiries and visitors, responding to questions and providing information.
- Manages departmental data by collecting, entering, tracking, and updating data into departmental database, scheduling required maintenance, conducting security back-up and recovery of databases, and designing and implementing testing routines to identify and resolve technical issues; maintaining indexes and status reports; tracking and reporting on special assignments; utilizing application programs to chart and display

information; preparing monthly and quarterly reports, gathering and summarizing information as required.

- Publicizes departmental events by developing and posting fliers, announcements, and other advertising materials for special events, coordinating preparation for events, and participating as support to department events.
- Prepares for internal or external meetings or training sessions by coordinating arrangements and preparing meeting materials, finalizing presentation materials, and scheduling, attending, and taking minutes of meetings; preparing information meeting packets, agendas, etc; distributing meeting agendas and minutes.
- Participates in special projects by establishing project tracking and review systems for assigned projects, monitoring and tracking project progress, managing materials and resources for projects, compiling data, trends, and policies, and creating reports, summaries, graphs, and other relevant project documents.

## **MINIMUM QUALIFICATIONS:**

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Formal Education:** Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six (6) months/one (1) year of advanced study or training past the high school equivalency. Accredited community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

**Experience:** A minimum of one (1) year of technical administrative office support experience.

**Certification & Other Requirements:** Typing Certificate verifying minimum typing speed of 50 net words per minute.

**Applicants must have the ability to type accurately at a net rate of 50 words per minute.** At time of application, applicants must submit typing certificate, less than two (2) years old (dated between January 14, 2019 and January 27, 2021), and **MUST** include: (1) A statement that it was a 5-minute timed test; (2) Total gross words per minute and number of errors; (3) Date the typing test was administered; and (4) Name of instructor or certifying official administering the test. **Online typing certificates are not accepted.**

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## **FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:**

Please be advised that there is currently a vacancy for an Administrative Technician in the Safety and Environmental Department.

**If you would like to be considered for this vacancy, a completed employment application must be submitted online no later than Wednesday, January 27, 2021, by 11:59 p.m.**

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.**

**This position falls under the AFSCME, Local 146 Bargaining Agreement**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sacrt.com/Career/>

Position #2021-00309  
ADMINISTRATIVE TECHNICIAN  
LC

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

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### **Administrative Technician Supplemental Questionnaire**

- \* 1. Describe, in detail, your technical administrative office support experience. In your response detail your specific job duties, the number of years/months you performed these duties and the employer.
  
  - \* 2. Describe a position you've held where reviewing documents for accuracy and completeness according to specific guidelines was a primary responsibility. In your response include the types of documents reviewed, the guidelines followed, the number of years/months you performed these duties and the employer.
  
  - \* 3. Describe your experience collecting, entering, tracking and updating information into a database and extracting information in the form of reports. In your response, include the type of information that was entered, the types of reports you created and the software that was used. In addition, include the number of years/months you performed these duties and the employer.
  
  - \* 4. Describe your level of experience with the following software applications and provide examples of the types of documents, correspondence, or reports you have created that would support your rating. 1=No experience 2=Beginning-level experience 3=Intermediate-level experience 4=Advanced-level experience -GroupWise/Outlook - MS Word -MS Excel -MS Access
- \* Required Question