



ADMINISTRATIVE SECRETARY – HUMAN RESOURCES

\$3619.00 – \$4812.00 PER MONTH

Apply Immediately - Recruitment may be closed at any time without notice.

THE JOB: Ride OMNITRANS to a satisfying career that lets you make a difference in the San Bernardino Valley. Omnitrans, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. Seeking an energetic and skilled candidate to plan and coordinate the maintenance of official documents as well as administrative and business support to the Director of Human Resources Safety and Regulatory Compliance to include, but not limited to the following duties:

- Attends meetings and takes minutes as required, including but not limited to, Committee meetings and Team meetings;
- Assists the Director in the essential duties and responsibilities of that position, including preparation of correspondence or other printed matter and coping material;
- Performs the coordination and tracking of accident and incident reports, obtains damage estimates for coach accidents; orders police reports, prepares subrogation demand letters & invoice requests, spreadsheet of coach damages/payments received;
- Omnitrans liability claims: sends out claim forms, prepares rejection letters, sets up claim files, and gathers all additional information on claims & lawsuits as required by insurance adjustor and liability attorney, keeps spreadsheet of all claims and their status, pulls and stores expired claims. Process monthly claims invoice.
- Composes and types routine correspondence.
- Performs general office duties such as making copies, filing correspondence, and answering telephone calls.

THE REQUIREMENTS: The Candidate selected will possess an Associates' degree (A.A.) from a two-year college or university; and a minimum of three years secretarial experience or an equivalent combination of education and experience. The ideal Candidate will have the ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization; type at **least 40 wpm**; must be able to compile and transcribe meeting minutes; communicate effectively both orally and in writing; transcribe to typed copy from recorded dictation; keep confidential information; organize and plan workload; juggle multiple responsibilities; establish and maintain effective working relationships with others; maintain a professional image and effectively deal with the public. The Candidate will also possess strong knowledge of English grammar and punctuation; personal computers and basic office equipment, current business operating systems, software, and programs

THE SELECTION PROCESS: Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. - Applications will be screened for relevant qualifying experience as well as verification of certified typing words per minute. **As part of the application process, applicants must submit with completed application original certified typing certificate that has been issued within one year prior to the application date from an accredited school or agency.** The **most competitively qualified candidates** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at www.omnitrans.org. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA. 909/379.7260.

EEO/AA including Protected Veterans and Individuals with Disabilities.