



MAINTENANCE CLERK

\$14.80 - \$18.49/PER HOUR

Apply Immediately – Recruitment may be closed at any time without further notice

THE JOB: *OmniTrans*, provider of public mass transit for the San Bernardino Valley in Southern California, is seeking a highly skilled individual 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. We are searching for a high energy person who thrives in a team-oriented setting. The selected individual will be under direction to assist in the establishment and maintenance of records; and other management information systems relating to the maintenance of Agency vehicles. The duties may include, but not limited to, the following:

- Processes maintenance work orders, transfers information from work orders to permanent record file.
- Sort, file, and prepare work orders for storage on a periodic basis.
- Processes numerous other pertinent maintenance records and maintains applicable logs or permanent record files.
- Analyze operating statistical data.
- Maintains departmental expense records—such as Accounts Payable and Field Releases.
- Contacts vendors to verify work performed.
- Reviews accuracy of service invoices.
- Provides vacation and temporary relief as required.

THE QUALIFICATIONS: The successful candidate will possess one or more years of clerical experience; computer data entry experience; and typing of **30-40 words per minute** is desirable. Candidates must 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; comprehend basic mechanical terminology that relates to comprehensive vehicle maintenance program; communicate effectively both orally and in writing; read and understand policies, procedures and Agency regulations; performs basic arithmetical calculations; establish and maintain effective working relationships; and use a 10-key is desirable. Candidates must also possess good knowledge of office methods and practices.

THE SELECTION PROCESS: 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. Refer to attached clerical skills certificate requirement sheet.** Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only those applicants who most closely meet the needs of the Department will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview. The process also requires a pre-employment physical examination, drug screening, and background/criminal investigation. **Apply at 1700 W. 5th Street, San Bernardino, CA 92411 909/379-7260 or visit our website at <http://www.omnitrans.org/about/jobs.asp>**



**Human Resources Department
Clerical Skills Certificate Requirements**

The Human Resources Department requires original certified typing, Word, and Excel certificates submitted with a job application for open and promotional positions that include typing as a qualification. The original certificates must be issued within one year prior to the application date by an accredited school or agency.

The certificates must contain the following information:

- Agency's official emblem
- Address and telephone number of agency
- Name of applicant
- Number of net words per minute
- Number of errors
- Date of certificate
- Signature of person certifying the certificate

Listed below are suggested local agencies, which may provide clerical skills certificates for your convenience:

Select Staffing
8566 Haven Ave., Suite 100
Rancho Cucamonga CA 91730
Phone: (909) 483-3058
Mon/Friday
Fee: \$10.00

San Bernardino Employment Resource Center
658 E. Brier Drive, Ste. #100
San Bernardino, CA 92408

Arrow Staffing
499 West State Street
Redlands, CA 92374
Phone: 909-792-1252
Mon/Friday
Cash Only
Picture ID Required
Fee: 10.00

Please note: It is the responsibility of the applicant to ensure that certificates issued by any agency, including those listed, meet the requirements stated above. Most agencies require appointments to be made for testing. Applications WILL NOT be accepted by the Human Resources Department unless original certified clerical skills certificates, from an accredited school or agency, is submitted with an application by the closing date of a position. Please direct any questions to Omnitrans Human Resources 909/379-7260 or visit our web site at www.omnitrans.org.