



## ADMINISTRATIVE CLERK - OPERATIONS

\*\*\*OPEN\*\*\*

**\$15.69 - \$19.61/PER HOUR**

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

**THE JOB:** Omnitrans is seeking an individual with excellent organizational, communication, and administrative clerical skills to fill a current vacancy in our Operations Department. This individual will be under minimal direction, serves as Agency satellite facility receptionist; operational and general correspondence files and records. The duties may include, but not limited to, the following:

- Types, proofreads and may draft letters, reports, statistical summaries, memos and a variety of other material from basic information.
- Maintains detailed departmental personnel, operational and general correspondence files and records as required.
- Serves as Agency satellite facility receptionist; greets the public; screens telephone and office callers by furnishing the information requested, or referring the caller when appropriate.
- Prepares correspondence and reports requiring gathering, compiling and organizing of data; prepares information, reference materials, meeting notices and other records and reports.
- Following established guidelines, develops complicated schedules for completion of various departmental tasks; develops and maintains computerized spreadsheets.
- Maintains confidentiality of departmental information.
- Provides vacation and temporary relief as required.

**THE QUALIFICATIONS:** The successful candidate will possess two or more years of recent secretarial or clerical experience. The ability to communicate in Spanish and one or more years' experience in dealing with the public is desirable. The Administrative Clerk selected will possess excellent knowledge of correct English usage, grammar, spelling, vocabulary, punctuation; modern office methods and practices; and word processing and spreadsheet software applications and programs. This individual will also have the ability to type ***40-50 words per minute***; develop knowledge of organization and procedures of assigned department; communicate verbally in a positive and effective manner with a wide variety of individuals; handle multiple tasks with frequent interruptions within tight time frames and changing priorities; maintain a variety of detailed records and gather and compile data necessary to prepare complicated schedules and reports; meet the public in situations requiring tact and diplomacy; read and understand policies, procedures, and Agency regulations; communicate effectively in writing; perform intermediate arithmetical calculations; establish and maintain effective working relationships with a variety of individuals.

**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. 5<sup>th</sup> Street, San Bernardino, CA 92411 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](http://www.omnitrans.org).