

Nature of Work

Performs clerical and general administrative work and acts as receptionist for the administrative offices and for Human Resources. Position may provide administrative support for temporary vacancies in other departments. Work requires the use of office equipment, including computer terminals. Work requires concentrated attention to prevent errors. Duties are sedentary in nature and performed under average office working conditions.

Supervision Received

Position receives direction from the Clerk of the Authority/Executive Assistant to the CEO, or the manager in the department in which a temporary vacancy has occurred.

Essential Functions

- Performs clerical and general administrative support work.
- Greets and directs STA visitors to various offices or individuals within the facility; answers inquiries requiring knowledge of Spokane Transit's activities and job openings; and, accepts and distributes employment applications.
- Answers, screens and forwards incoming phone calls within administrative offices.
- Prepares and maintains various lists for distribution, including staffing and telephone lists.
- Prepares purchase requisitions and payment vouchers.
- Operates computer terminal, typewriter and other necessary office machines.
- Acts as receptionist for the administrative offices, receptionist for the Human Resources Department.
- Provide administrative support to department in which a temporary vacancy occurs.
- Represent Spokane Transit in professional and positive light to the community.
- Must be punctual, reliable, and maintain regular attendance.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.
- Other duties as assigned.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as dictated by their Supervisor and/or Spokane Transit.

Minimum Requirements

Training and Experience

Two years of clerical and/or administrative work experience. One year of course work or training in office practices, administrative support or other related area may be substituted for one year of work experience.

Physical Requirements

The physical activity of position requires the ability to stoop, reach, perform repetitive finger motion, and talk. Exert up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Repetitive motions of wrist, hands and/or fingers.

Computer Skills

Ability to keyboard accurately at the minimum rate of 30 words per minute. Beginner level proficiency within Microsoft Office Suite including Outlook, Word and Excel preferred.

Selection Factors

- Knowledge of modern office practices, procedures, machines, and of business English and math.
- Knowledge of modern office management techniques.
- Ability to learn rapidly the activities, policies, and procedures related to the duties and responsibilities of the administrative offices.
- Ability to establish and maintain good public and employee relations.
- Working experience within the Microsoft environment.
- Ability to keep accurate records and perform daily duties without constant direction.