



San Joaquin Regional Transit District
421 E. Weber Avenue
Stockton, CA 95202
(209) 943-1111

SAN JOAQUIN REGIONAL TRANSIT DISTRICT EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES OFFICE ASSISTANT I (PART TIME)

Starting at \$15.4476 hourly
(Depending on Qualifications)

Open Recruitment

Closing Date: until filled

JOB SUMMARY:

Under general supervision, performs a wide variety of routine and specialized administrative and office support functions, ranging from, data entry, filing, processing mail, scanning, ordering office supplies, and records management. Interacts with San Joaquin Regional Transit District's (RTD's) employees and customers on routine administrative matters; and performs related duties as assigned. Vacation pay, holiday pay, medical benefits, retirement, and tuition reimbursement benefits are not associated with this position.

EXAMPLES OF DUTIES:

1. Provides administrative support to the Human Resources Department.
2. Ensures timely and accurate filing of Human Resources documents (personnel, medical, recruitment, grievances, etc.)
3. Completes verification of employment requests.
4. Answers, screens, and refers telephone calls; responds to or refers questions and complaints to appropriate staff.
5. Types, formats, edits, revises, proofreads, and prints reports.
6. Maintains databases of records, lists, projects, and accounts.
7. Assists with recruitment process, schedules interviews, creates new hire folders, assists with New Hire Orientation, and creates new hire badges.
8. Assists with benefits enrollment process.
9. Updates employee photo book and seniority lists.
10. Assists with special projects as assigned.

EMPLOYMENT STANDARDS:

Graduation from high school or G.E.D. equivalent; and one to two years of progressively responsible office, administrative, or support experience; or an equivalent combination of training and experience. Experience in a public transit agency or governmental setting is preferred. A valid California Class C driver's license.

KNOWLEDGE:

1. RTD organization, rules, policies, and procedures applicable to departmental operations.
2. Terminology, technical work processes, and local, state, and federal requirements applicable to areas of assigned responsibility.
3. Basic practices and procedures of recordkeeping and filing.
4. Knowledge of word processing, spreadsheet, database, and other standard software to create documents and materials requiring interpretation and manipulation of data.
5. Standard office practices and procedures.
6. Principles and practices of sound business communication.
7. RTD human resources policies and procedures and labor contract provisions.

ABILITY TO:

1. Operate a computer using word processing and a variety of other standard software.
2. Type accurately at a speed necessary to meet the requirements of the position.
3. Organize and maintain office and confidential files and records.
4. Communicate clearly and effectively, orally and in writing.
5. Understand and follow oral and written instructions.
6. Exercise sound, expert independent judgment within general policy guidelines.
7. Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
8. Establish and maintain effective customer-focused working relationships with all levels of RTD management, employees, employee organizations and their representatives, other governmental officials, community groups, and the public.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of RTD management, staff, employees, representatives of employee organizations, governmental officials, auditors, and the public.

EMPLOYMENT PROCESS: Applicants must complete and submit an official application form. The standards as stated on the front of the job announcement represent only the minimum required to fill an application. Resumes will be accepted, but may not be substituted for the required application form. Meeting the listed standards does not guarantee that a candidate will be invited for an interview as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy.

NOTE: All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment.

SUBSTANCE ABUSE TESTING: Substance abuse tests paid by the Transit District are required of each prospective employee. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests.

San Joaquin Regional Transit District is an Equal Opportunity/Affirmative Action employer. Female, minority, and disabled individuals are encouraged to apply. Applicants will be considered without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability. Employment is conditional on successfully passing drug and alcohol tests, and a background investigation.

TO SUBMIT AN APPLICATION: Visit our jobs page online at www.sanjoaquinRTD.com

The provisions of this bulletin are subject to change without notice and do not constitute an expressed or implied contract.