



San Joaquin Regional Transit District
P.O. Box 201010
Stockton, CA 95201
(209) 948-5566

EMPLOYMENT OPPORTUNITY

PROCUREMENT INTERN (\$12.00 Hourly)

OPEN RECRUITMENT

Final Filing Date: Open Until Filled

JOB SUMMARY:

Under general supervision, performs a wide variety of routine to difficult, responsible, and specialized administrative and office support functions, ranging from reception, data entry, and records management duties to skilled word processing and the creation and maintenance of specialized reports, records, and files required in connection with department work processes; interacts with San Joaquin Regional Transit District's (RTD's) customers on routine, administrative, and technical matters; and performs related duties as assigned.

EXAMPLES OF DUTIES:

1. Follow up on past due orders by contacting suppliers, verifying the status, and expediting orders.
2. Obtain pricing information on various parts and materials.
3. File, fax, and scan purchase order documentation.
4. Compile purchasing data for use by the Procurement Department.
5. Assist with researching and resolving discrepancies with placed orders.
6. Data entry in excel spreadsheets.
7. Assist in identifying and closing out outdated purchase orders.
8. Assist with researching and resolving invoice issues and discrepancies.

EMPLOYMENT STANDARDS:

Must be currently enrolled as an undergraduate or graduate student majoring in Business Administration, Business Management, Business Finance or closely related field, have at least a 3.0 GPA, or a recent college graduate with a business degree. The intern should have knowledge of basic business theory, principles, and concepts. Other skills should include strong oral and writing abilities plus strong analytical, interpersonal and problem-solving skills. The incumbent should be proficient in Excel, and Word. Knowledge of Access is desirable.

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 budgeting, recordkeeping, filing, and purchasing.
4. Advanced uses of word processing, spreadsheet, database, and other standard software to create complex documents and materials requiring interpretation and manipulation of data.
5. Standard office practices and procedures.
6. Principles and practices of sound business communication.

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. Compose correspondence from brief instructions.
4. Analyze complex confidential problems, evaluate alternatives, and make sound, appropriate recommendations.

5. Organize and maintain office and specialized confidential files and records.
6. Communicate clearly and effectively, orally and in writing.
7. Understand and follow oral and written instructions.
8. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
9. Exercise sound, expert independent judgment within general policy guidelines.
10. Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
11. 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 and hear, in person and by telephone, use hands repetitively to operate standard office equipment, and reach with hands and arms. The employee is frequently required to stand and walk; stoop, kneel, bend, or crouch; and lift up to ten pounds. The employee occasionally lifts up to 25 pounds.

Specific vision abilities required by this class include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; observe and interpret situations; perform basic arithmetic calculations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with District managers, staff, customers, the public and others encountered in the course of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

EMPLOYMENT PROCESS:

All applications must be completed fully and submitted on an official RTD application form. Incomplete applications will be rejected and cannot be revised after submittal on or before the final filing date. 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.

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. 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.

Proof of American citizenship or authorization to work in the United States must be submitted prior to hiring. RTD will request this documentation at the appropriate time during the hiring process.

RTD 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.

SUBSTANCE ABUSE TESTING:

RTD will pay for each prospective employee to take a required substance abuse test. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests.

TO SUBMIT AN APPLICATION:

- **Online:** Visit us online at www.sanjoaquinRTD.com, or click [here](#) if reading this online.
- **Mail:** San Joaquin RTD, P.O. Box 201010, Stockton, CA 95201
- **In Person:** 421 East Weber Avenue, Stockton, CA 95202

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