



is seeking applications for the position of
ADMINISTRATIVE ASSISTANT I/II

Closing Date: February 19, 2019

The Position

The Yuba-Sutter Transit Authority is recruiting for a new Administrative Assistant to serve as the public face and voice of the agency while performing a wide range of clerical, office management and customer service duties in support of the agency's programs and activities. Duties will include a significant amount of public and related agency interactions in person, over the phone and electronically as well as light bookkeeping and administrative support for the Transit Manager, other agency staff and the Board of Directors.

Compensation & Benefits

Level I: \$3,085 - \$3,750/Month

Level II: \$3,401 - \$4,134/Month

- CalPERS Retirement Plan – 2% @ 62 (for those entering the CalPERS system after 12-31-12) or 2% @ 55 (for Classic PERS eligible employees)
- No Social Security
- Longevity pay program
- Employer paid Medicare premium of 1.45%
- Employer paid health, dental, vision (reimbursement allowance), life and long term disability insurance coverage available to employee and dependents (Limited \$250 a month payment if unused)
- Employer contribution of \$100 a month to the available deferred compensation plan
- Twelve paid holidays annually
- Annual leave (combined vacation & sick leave) program starting at 24 days a year (less than five years) up to 34.5 days a year (at least 25 years) up to a maximum accrual of 48 days
- Limited annual leave sell back program
- Frequent BBQs, potlucks and goodies!

The Ideal Candidate

We are looking for a highly motivated, enthusiastic individual with excellent interpersonal and communication abilities; someone who is especially adept at customer service, office management and clerical skills; who is organized, disciplined and detail oriented; who has outstanding written, oral and computer skills; who highly values their integrity and has a strong work ethic; and, who is flexible and customer focused. We are looking for an individual who will enjoy working in a small, busy office with frequent telephone and counter interruptions where everyone must be ready, willing and able to do anything at anytime all while maintaining their sense of humor. The ability to communicate in Spanish is a plus.

Application Process

If you are interested in joining our team, please review the complete job announcement and position description that is available at www.suttercounty.org or from the Sutter County Human Resources Department.

To be considered, interested candidates must submit the completed Application, Supplemental Questionnaire, and any additional information by no later than 5:00 p.m. on the Final Closing Date to:

**Sutter County Human Resources
1160 Civic Center Blvd, Ste. B
Yuba City, CA. 959993**

**Phone: (530) 822-7113 Fax: (530) 822-7191
www.suttercounty.org**

A screening panel will select those most qualified to be considered further in the selection process which may include an application screening and/or interviews. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam, credit check and fingerprinting in addition to other appropriate requirements of the position.

