



South Central Regional Transit District

Administrative Aide Job Description

Pay \$15.00 - \$16.00 Entry Rate

Title	Administrative Aide	Code	
Division		Effective Date	
Department	Administration	Last Revised	08/31/2022

GENERAL PURPOSE

Performs administrative support across all departments to include a variety of clerical, and general administrative duties.

SUPERVISION RECEIVED

Works under the general direction of Finance Officer and Human Resources Manager with guidance and projects associated with all departments.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

(The position may not include all the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

- Administers projects and performs special assignments related to the department's business.
- Gathers and compiles data and prepares simple statistical and narrative reports.
- General familiarity with general accounting processes.
- Reports routinely to management on status of various projects.
- Provides clerical support to management staff. Acts as assistant to multiple departments, including HR and Finance. Will initiate and coordinate on projects as assigned. Answer phones and complete secretarial duties, as necessary.
- Performs a variety of secretarial and administrative detail work; compose, types, and prints correspondence, reports, studies, statistics, graphs, charts, forms, and other specialized material; assists in editing and design of projects or reports; assists with processing and maintenance of specialized documents, i.e., Press Release, etc.; coordinates document processing with administrative staff. Files documents, creates labels. Updates spreadsheets.
- Monitors inventory status and assures availability of needed materials, equipment, and supplies; may deliver various materials and/or supplies to department offices or locations throughout the district.
- Performs secretarial duties as required; serves on various committees as assigned.

- Develops and maintains record management system for office files; maintains record of State Statutes, and other reference manuals; may assist with records retention and archiving activities.
- Assists with fare revenue counting, including making deposits at district bank under supervision.
- Maintains organizes google cloud; uploads necessary documents.
- Prepares written communications, such as letters, memos, and reports
- Oversees bus passes sales and assists with revenue counting
- May be required to perform other related job duties
- Maintain confidentiality of materials and files
- Travel to offsite locations

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. Graduation from high school or GED

AND

- b. Three (3) years of progressively responsible experience performing the duties described or related secretarial duties. Must possess experience in computer operations and word processing and spreadsheet applications

KNOWLEDGE, SKILLS, AND ABILITIES

Working Knowledge spelling, grammar, punctuation, and arithmetic; skill in mathematical computations, records, and the preparation of reports/presentations; computer software, the operation of PC Computer, calculator, fax machine, copy machine, telephone. including word-processing, spreadsheets, and special applications; of modern office practices, procedures, and equipment; of the rules and regulations related to the tasks performed.

Skills in or Ability to learn online software Complex recordkeeping. General office practice and procedures. Research and report preparation methods. Applicable business software applications

Skill in effective verbal and written communication and interpersonal relations, and experience in interacting with the public. Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, board members, and County residents for serviced counties.

Ability to maintain confidentiality; multi-task; develop and maintain a record management system; resolve routine administrative problems and make standard adjustments; weigh circumstances leading to independent decisions involving accurate judgment; operate various types of standard office and accounting equipment, produce or compose formal documents, reports and records; operate dictating equipment; communicate effectively verbally and in writing; develop effective working relationships with executive director, supervisors, fellow employees, and the public; work under stress caused by deadlines and severe time constraints.

Ability to speak Spanish is not required, but beneficial to supporting the office and responding to customer inquiries.

Attendance and Punctuality. Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at work, meetings, and appointments on time.

Dependability. Follows instructions responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative. Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantages of opportunities; asks for and offers help when needed.

Ability to establish and maintain effective working relationships with the public, key stakeholders, and other employees.

CLASSIFICATION:

- Safety Sensitive Position as necessary

SPECIAL QUALIFICATIONS

Requires valid NM driver's license upon hire.

WORK ENVIRONMENT

Employee works in a typical office setting with typical climate controls. Tasks require a variety of physical activities such as sitting for long periods of time, walking, standing, bending, twisting, stooping, sitting, reaching, and lifting which may involve moderate physical demands. Job functions normally require talking, hearing, and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Work is performed in an office setting with exposure to typical computer visual and auditory input/output (VDT's and CRT's). Requires sitting for long periods of time. Must be able to lift 25 pounds. Attendance at evening meetings and overtime work may be required.

PROFESSIONAL STANDARDS AND VALUES

At South Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors. We believe that the following Professional Standards are crucial for you to embody if we are going to be a match as employer and employee.

ADA/EEO COMPLIANCE

The South Central Regional Transit District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, SCRTD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I, _____ agree to complete the job duties as assigned to me throughout my

(Employee Name)

employment at SCRTD.

Employee Signature

Date