

June 29, 2017

RECRUITMENT ANNOUNCEMENT

RECEPTIONIST (PART-TIME)

SALARY:
\$14.89 - \$19.37

First Review: July 24, 2017
Open until Filled.

JOB SUMMARY:

Under the immediate supervision of the Director of Administration the incumbent of this position performs receptionist and routine clerical duties for the District.

ESSENTIAL JOB FUNCTIONS:

Perform receptionist duties for District administrative offices: operate multi-line phone system; answer phones and direct phone calls to appropriate staff members; take messages as required; greet visitors and direct them to appropriate staff members.

Log and record visitor/staff information for security and evacuation purposes.

Maintain District vehicle reservation log.

Perform various routine clerical tasks such as entering data, typing documents, keeping logs, compiling information and alphabetizing documents.

Serve as back up for Accounts Payable.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office procedures.

Ability to communicate, both orally and in writing, with other employees and the general public in a clear, concise and logical manner.

Ability to interact with other employees and the general public using courtesy, tact, and good judgment and to act as a positive representative of the District.

Ability to work cooperatively with others, be respectful of co-workers, and promote teamwork.

Ability to maintain confidential information.

Ability to report to work on time and on a regular, predictable basis.

Ability to perform job functions in a timely, safe, and accurate manner.

Skill in basic arithmetic and ability to make arithmetical computations and tabulations quickly and accurately.

Skill in operating standard office equipment and multi-line telephone.

Skill in using a personal computer and Windows based word processing.

SPECIAL REQUIREMENT:

Experience in Accounts Payable desirable.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or GED supplemented with clerical training and one year reception or clerical experience

OR

Any satisfactory equivalent combination of related experience and training which provides required knowledge, abilities, and skills.

WORKING CONDITIONS:

Part-time status with working hours generally being from 9:00 a.m. to 4:00 p.m. Monday through Friday with up to full eight-hour days on occasion filling in for other staff on vacation or on other types of leave.

Call to work may be on short notice when filling in for unscheduled absences.

Usual office working environment with heavy exposure to the general public.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION

- ❖ On-Line: You may download application materials in Microsoft Word format (.doc) from Salem Area Mass Transit's District Employment page. Refer to specific current job opportunity of interest for application materials. Website: www.cherriots.org
- ❖ In Person: You pick-up application materials from Human Resources Department located at 555 Court St NE Salem, Oregon 97301 .Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling our Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. Mail.

Mail or deliver to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Or email to: Recruitment@cherriots.org

Faxes or resumes in lieu of original official District application form not accepted. Applications may be submitted in person, by e-mail or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.