

## JOB DESCRIPTION

**Job Title:** Administrative Assistant I

**FLSA Status:** Non-Exempt

**Salary Grade:** 2

### PURPOSE OF POSITION

The Administrative Assistant I will deliver professional support services, including but not limited to data entry, proofreading of documents and deliverables, distribution of reports to various parties, coordinating meetings, project tracking, filing, and other administrative support.

### DISTINGUISHING CHARACTERISTICS

This is the entry level in the Administrative Assistant series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees.

### SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management
- This position has no formal supervisory responsibilities

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.*

- Ensure office equipment is well-maintained and order repairs and replacements as needed.
- Review and/or process purchase requisitions, invoices, and check requests.
- Maintain office supplies for assigned group and order as needed.
- Receive and distribute incoming mail and ensure proper processing of outgoing mail.
- Establish and maintain department filing system. Perform filing and retrieve files as needed or as requested.
- Maintain, monitor, and coordinate the records retention program on behalf of the assigned department.
- Compose, type, format, and/or distribute memos, reports, and other correspondence as directed. Prepare and distribute a variety of daily reports required for the department to operate efficiently and maintain compliance with federal and state regulations.
- Print, photocopy, and prepare documents as needed or requested. Maintain and track a variety of documents and published materials.
- Set up meetings and conference calls, including notifying participants, locating and reserving sites, and providing support materials and equipment. Maintain a monthly department calendar of projects, events, and staff work schedules.
- Answer, screen, and route telephone calls on behalf of the assigned group.
- Assist with data entry for various software applications and reports that are a work function for the department.
- Assist staff with basic support for logins, data entry, account updates, troubleshooting, running reports, customer inquiries, and other duties.
- Liaison with other departments on various projects and issues as needed and directed.



- Establish and maintain effective and cooperative working relationships with SCRRA employees, contractors, and management.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- High school diploma, GED, or its equivalent
- A minimum of two years' experience in a secretarial or administrative office
- A minimum of one year of delivering internal customer service.
- A combination of training, education, and or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

### **Preferred Qualifications**

- Associates degree

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

- General office practices and procedures
- SCRRA's operations and business processes

#### Skilled in:

- Use of Microsoft Office
- Minimum typing speed of 55 words per minute.

#### Ability to:

- Communicate effectively, both orally and in writing, to individuals and groups at all levels within and outside of the organization
- Manage multiple projects and requests

## **PHYSICAL REQUIREMENTS**

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations



## Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

*Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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