



ADMINISTRATIVE ASSISTANT

OPENING DATE: November 2, 2021

CLOSING DATE: Open Until Filled

SALARY: \$15.71 per hour

QUALIFICATIONS:

Applicants must have an Associate's degree; expert proficiency with Microsoft Office Suite; two years' experience in related field and knowledge of general office policies, principles and practices. Must have the ability to write clear and concise reports and be highly organized and skilled at prioritizing work load and adapting to changes. Must possess a valid Arizona driver's license.

GENERAL DESCRIPTION:

This position performs a variety of administrative, reporting, customer service and clerical services in support of Sun Link Streetcar management.

ESSENTIAL FUNCTIONS:

Compose, format and proofread a wide variety of reports, letters and other documents and materials; type from rough draft or verbal instruction; independently compose documents related to assigned area of responsibility and perform document control activities. Process bi-weekly payroll and assist with maintain employee personnel files; monitor and document on-going training requirements; maintain calendar of activities, meetings and various events for assigned projects. Coordinates activities with other agency departments, etc.; arranges and coordinates meetings; maintains various filing systems, logs reports, applications, etc. Performs a variety of general bookkeeping and clerical accounting duties involved in financial record keeping and maintains a variety of accounting records. Uses initiative and judgment, handles sensitive and confidential requests and inquiries and performs other duties as assigned.

BENEFITS:

Benefits include health care coverage for employees and dependents, personal time off (PTO), life insurance, sick leave, paid holidays, and a 401(k) retirement plan.

TO APPLY:

Resumes may be sent to John.Kortekaas@tucsonaz.gov.

NOTICE: If selected for any position, the company requires a background investigation and a pre-employment drug screen. Full job description available upon selection for interview.

Sun Link Streetcar is an Equal Opportunity/Reasonable Accommodation Employer