



**SAN JOAQUIN REGIONAL RAIL COMMISSION  
POSITION ANNOUNCEMENT  
(Full-Time)**

**POSITION:** Administrative Assistant

**SALARY:** \$49,920 - \$69,920

**FUNCTION:** The Administrative Assistant provides technical administrative support and assists in planning, organizing, and directing the administrative and personnel activities of the agency.

**STATUS:** Non-exempt

**CLASS CHARACTERISTICS:**

Working under the general direction of the Director of Fiscal Services and Administration, the Administrative Assistant is responsible for a variety of data gathering, analysis and program duties coordination. This is accomplished by tracking, recording and reporting information, preparing documents and correspondence, maintaining records, and providing payroll and employee benefit program support.

**TYPICAL DUTIES:**

Duties listed below are typical, but not exhaustive. Duties vary widely to respond to San Joaquin Regional Rail Commission (SJRR) goals and objectives.

- Provides Administrative support to the Director of Fiscal Services and Administration and may support senior management as available.
- Researches and analyzes administrative policies, procedures and other administrative matters; determines their impact upon the Agency; prepares reports; recommends alternative policies and procedures, develops policies and procedures for approval.
- Assists with Human Resources responsibilities including but not limited to payroll and administration of health insurance plans and other employee or employer related benefit plans, including enrollments and terminations, ensuring confidentiality of relevant records/information.
- Assists insurance broker or carriers as needed and fosters effective relationships with client representatives.
- Assists with annual benefit open enrollment period. Arranges for distribution of materials from carriers, assists with communicating changes to employees and arranges for on-site representation by providers.

- Assists with budget development, monitoring and reporting.
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

Any combination of experience and education that would provide the required knowledge and abilities will qualify a candidate. A typical combination is:

**Education:**

Possession of an A.A. degree with coursework in areas related to business administration, human resources, accounting or other closely related field including a minimum of six semester units in accounting. Graduation from an accredited four year college or university is preferred.

**Experience:**

Minimum of two years of general office or administrative support experience.

**Substitution:**

Additional-qualifying experience may be substituted for required education on a year-for-year basis to a maximum of four years.

**KNOWLEDGE AND ABILITY:**

**Knowledge of:**

- Principles, practices, methods and techniques of public administration and management including organization, budgeting, purchasing and personnel administration; methods and techniques of organizing work efficiently;
- English grammar, punctuation, spelling, and usage;
- General methods of tactful public communication;
- Basic computer software (Microsoft Applications), office machines, office filing systems and record keeping procedures

**Ability to:**

- Communicate effectively with consultants, brokers, benefit providers, employees and others.
- Operate adding machines, calculators, typewriters, computers and any other related office equipment.
- Analyze and solve problems.
- Understand and follow detailed instructions.

**Physical and Mental Requirements:**

- MOBILITY – Frequent operation of keyboards, sitting for extended periods of time, standing for long periods, walking, pushing/pulling, bending, squatting, driving, climbing stairs or other objects; occasional crawling;

- VISION –Frequent reading and close-up work; normal hand eye coordination;
- DEXTERITY – normal dexterity with frequent writing and repetitive motion;
- HEARING/TALKING – Frequent hearing and talking on the telephone and in person;
- EMOTIONAL/PSYCHOLOGICAL – Frequent public contact and decision making;
- SPECIAL CONDITIONS - may be exposed to dust and varied outdoor conditions; may require occasional overtime, weekend or evening work.

### **GENERAL BENEFITS**

- Choice of PPO or HMO plans. 100% employee coverage, 70% dependent coverage
- Vision, dental, and life insurance programs
- Agency contribution equivalent of 15% of employee's base salary to a defined contribution plan (401(a)); five-year vesting program
- Sick leave accrued at 12 days per year
- Vacation leave accrued starting at 10 days per year
- 10 observed holidays
- Floating holidays accrued at four days per year
- Optional deferred compensation program (457)

### **Selection Process**

---

Applicants that best match the requirements of the position will be invited to take an assessment test and an initial interview. Applicants successful in the initial interview may be asked to return for additional interviews as warranted.

### **To Apply**

---

Interested applicants must submit both a resume and an SJRRC application for employment by email to [acejobs@acerail.com](mailto:acejobs@acerail.com), fax to (209) 944-6245, or mail to:

San Joaquin Regional Rail Commission  
Attn: Human Resources  
949 East Channel Street  
Stockton, CA 95202

Applications can be downloaded from the ACE website [www.acerail.com](http://www.acerail.com) or picked up at the above address. SJRRC is an Equal Employment Opportunity Employer.

For more information about SJRRC and ACE, visit [www.acerail.com](http://www.acerail.com).

For more information about SJJPA, visit [www.sjjpa.com](http://www.sjjpa.com).