



Grass Valley • Nevada City

Nevada County • Truckee

COMMISSION

## **JOB ANNOUNCEMENT ADMINISTRATIVE ASSISTANT**

**FLSA – Non-Exempt  
Full Time Benefitted Position  
\$21.49 - \$26.38/hour DOE**

**Application and Skills Testing Deadline: 3:00 p.m. April 21, 2017**

**Skills Testing Administered by Alliance for Workforce Development (AFWD), Inc. Details on page 3**

### **About Nevada County Transportation Commission**

Nevada County Transportation Commission (NCTC) is a Regional Transportation Planning Agency that coordinates transportation planning efforts with the citizens and decision-makers of the City of Grass Valley, Nevada City, Nevada County, and the Town of Truckee. NCTC is also designated as the Nevada County Airport Land Use Commission (ALUC) and provides staff support to the Truckee Tahoe Airport Land Use Commission. For further details on the Mission and responsibilities of the Commission, look at the NCTC website: [www.nctc.ca.gov](http://www.nctc.ca.gov).

### **Work Environment**

The staff at NCTC takes pride in serving the public in a forward thinking and efficient manner. The office environment is team-oriented with an open and friendly atmosphere.

### **Administrative Assistant Position**

Under supervision of the Executive Director, the Administrative Assistant performs a full range of office and administrative support duties for the Commission, the Executive Director, and NCTC staff.

A successful Administrative Assistant candidate will have a strong background in secretarial experience that includes office and administrative support. The person must be able to act independently while working effectively with staff to maintain a team focus and do what is needed to get the job done. The candidate must be motivated and organized. To be successful in this position the candidate must have the following competencies and strengths:

- Comprehensive knowledge of Microsoft Office, familiarity with website maintenance.
- Ability to learn new processes and software quickly.
- High attention to detail, with strong ability to multi-task and prioritize.
- Good research skills.
- Superior organizational ability with a solid work ethic and enthusiasm.
- Excellent oral and written communication and interpersonal skills, team oriented, and the ability to work without supervision.

- Office management/maintenance including overseeing office equipment, telephone system, and maintaining supplies inventory.
- “Team Player” who will establish and maintain effective working relationships.

**Duties Include:**

- Assist in preparation and distribution of NCTC and ALUC meeting agendas, resolutions and reports. Coordinate and compile board packet documents (knowledge of the Brown Act is helpful).
- Prepare Minutes of NCTC meetings and ALUC meetings.
- Create, proofread and revise correspondence and reports for accuracy and relevance.
- Maintain NCTC website.
- Organize, update, and create office filing system and maintain filing index.
- Prioritize personal workload while supporting staff as part of the team.
- Serve as office receptionist, receive and screen visitors and telephone calls, serve as a central information source for the NCTC office.
- Assist the public and partnering agencies by providing and directing information as requested.
- Create purchase requisitions and purchase office supplies, maintain supplies inventory.
- Pick up checks from Nevada County, mail payments to vendors, and make bank deposits.
- Copy and spiral bind reports.
- Oversee maintenance of office equipment including copy machine and telephone system, and general cleanliness of offices.
- Maintain correspondence/mail log.
- Maintain Outlook contacts for NCTC, office calendar and staff meetings, scheduling of events, and use of conference room.
- Maintain office library.
- Meet critical deadlines and maintain strict confidentiality.
- Follow written and oral directions within established guidelines of the Personnel and Policies and Procedures Manuals.

**Knowledge Of:**

- Office policies and practices including: Filing systems, document preparation, and the operation of standard office equipment and software.
- Administrative principles of organization and business arithmetic.
- Maintenance of confidential information, record keeping, report preparation, and writing according to government standards and Commission regulations.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Time management.
- Safety practices and occupational hazards.
- California Open Meeting Law (Brown Act) requirements.

**Physical, Mental, and Environmental Work Conditions:** The Administrative Assistant position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a

computer keyboard. Additionally, the job requires near vision in reading correspondence, statistical data, and the use of a computer and copier. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, bound reports, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**Education and Experience:** A combination of education and experience that provides the knowledge, skills, abilities, and mindset necessary to serve as an Administrative Assistant. Typical ways of obtaining the required qualifications are: 1) Equivalent to graduation from a four-year college or university in an appropriate field; or 2) three years of secretarial experience that has included office and administrative support, plus some college level training.

**Other Requirements:** Must possess a valid Class C California driver's license.

**Benefits:** NCTC is not a PERS organization. Health and retirement benefits are provided as well as vacation, sick and holiday pay.

**Application Process and Deadline**

1. Download Application from the NCTC website: [www.nctc.ca.gov](http://www.nctc.ca.gov).  
Skills testing is required. Applications will not be accepted without test results.  
Allow 2+ hours for testing. AFWD will forward your results to NCTC.  
Testing is done on a walk-in basis, Monday through Friday, 8 a.m. – 3 p.m.  
**Alliance for Workforce Development, Inc.**  
988 McCourtney Road  
Grass Valley, CA 95945  
(530) 265-7088
2. Submit Application, Cover Letter, Resume, and Letters of Recommendation to Daniel B. Landon, Executive Director, [dlandon@nccn.net](mailto:dlandon@nccn.net).

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