



# JOB OPENING ANNOUNCEMENT

Apply On-line at [www.caltrain.com/about/Jobs.html](http://www.caltrain.com/about/Jobs.html)

Employment Hotline (650) 508-6308

July 22, 2021

## IN-HOUSE POSTING (DISTRICT EMPLOYEES ONLY)

**TITLE:** Administrative Support Specialist  
**EMPLOYMENT TYPE:** Non-Exempt (Full-Time)  
**DIVISION:** Rail (Caltrain Planning)  
**APPLICATION DEADLINE:** Wednesday, August 4, 2021  
**PAY RANGE:** \$26.09 - \$42.86 per hour (\$54,279 - \$89,167 estimated annually)  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California

**JOB SUMMARY:** The Administrative Support Specialist will report to the Deputy Chief, Caltrain Planning, and will be responsible for providing administrative support to ensure efficient operation of the office. The incumbent must have the ability to effectively communicate via phone and email ensuring that all duties of the position are completed accurately and delivered with high quality and in a timely manner.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide clerical, administrative, and data entry support.
- Collect, review and analyze data; prepare reports, charts, budgets and other presentation materials.
- Schedule, coordinate, and maintain calendar appointments.
- Coordinate office and/or departmental operations.

### EXAMPLES OF DUTIES:

- Assist other departments with clerical support.
- Screen incoming calls and emails; set appointments with employees, customers and vendors.
- Greet visitors and callers, route and resolve information requests.
- Track cost center expenses.
- Create and update spreadsheets and reports.
- Maintain department files and records.
- Process invoices; create check requests for approval.
- Open and sort mail.
- Purchase and keep inventory of supplies and equipment.
- Coordinate space and office organization.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the supervision of the Deputy Chief, Caltrain Planning who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High School Diploma or GED equivalent.
- Three years of full-time clerical experience.

**PREFERRED QUALIFICATIONS:**

- Proficient in MS Office Suites: Word, Excel and Outlook.
- Communicate effectively orally and in writing.

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate must successfully complete a background investigation.

**CURRENT EMPLOYMENT BENEFITS:**

For further Benefits Details please go to: <https://www.smctd.com/jobs.html#benefits>

Holidays:	Seven (7) paid holidays, plus up to four floating holidays per year
Time Off:	Paid Time Off: Up to 21 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free annual Caltrain Pass for employee
Retirement:	Social Security and California Public Employees Retirement Systems ( <a href="#">CalPERS</a> ) <ul style="list-style-type: none"><li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

**HOW TO APPLY:**

- To apply, please visit the [www.caltrain.com/about/Jobs.html](http://www.caltrain.com/about/Jobs.html). Complete an online employment application and resume by 11:59 pm on **Wednesday, August 4, 2021**. A resume will not be accepted in lieu of the application. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- Caltrain celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer (EOE). Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.

