



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

ADMINISTRATIVE ASSOCIATE
OPEN COMPETITIVE RECRUITMENT
APPLICATION DEADLINE: FRIDAY, DECEMBER 1, 2023, 5:00 P.M.
SALARY RANGE: \$22.73 - \$33.22 per hour, depending on qualifications.

APPLICATION INFORMATION: Please **submit an RTC application, resume, and answers to the supplemental questionnaire** using the following link to the RTC employment application: <https://www.rtcwashoe.com/about/employment-application/> **no later than 5:00 P.M. on Friday, December 1, 2023. The supplemental questionnaire is on the second page of this document.** Incomplete submissions will not be accepted.

THE REGIONAL TRANSPORTATION COMMISSION (RTC) OF WASHOE COUNTY, NEVADA, an integrated transportation agency that serves as the Metropolitan Planning Organization (MPO), transit authority, and street and highway construction agency invites applications for the position of **Administrative Associate**.

THE JOB: Under direct supervision, the **Administrative Associate** position performs a wide range of administrative and clerical support activities to facilitate the efficient operation of the Agency. The successful candidate must be proficient in providing administrative support, possess a positive attitude, and be dependable. Essential responsibilities and duties may include, but are not limited to, the following:

- Serve as Agency receptionist; answer phone calls, provide information and assistance to internal and external customers as required, and receive and direct visitors. Receive, sort, and distribute incoming mail and deliveries.
- Attend meetings including RTC Board meetings, advisory committee meetings, and interagency meetings. Prepare, distribute, and post agendas, support materials, meeting minutes, and other various documents. Record, compile, transcribe, and distribute minutes of meetings.
- Type, copy, distribute, and proofread a variety of documents from rough draft, forms, copy, notes, meeting recordings or verbal instruction. Issue, receive, type, and process various documents, contracts, applications, or other forms; verify and review materials for accuracy, completeness, quality, and conformance with established regulations and procedures; apply policies and procedures in determining appropriate actions.
- Maintain various calendars for vehicles, equipment, and conference rooms; schedule and coordinate meetings; handle room arrangements and correspondence for meetings including coordinating room set up, audio/visual equipment, and food/beverage needs.
- Document and maintain various office records. Enter data into the computer; maintain database information; operate a variety of software programs.
- Update and post information to internal and external websites.

MINIMUM QUALIFICATIONS: High School Diploma or G.E.D.; Associate Degree in Business, Public Administration or related field preferred; Two (2) years' experience in administrative support work; demonstrated proficiency with word processing and spreadsheet software; OR equivalent combination of education and experience. Experience with databases; Prior work experience in a public sector environment and Notary Public preferred.

ABOUT THE PROCESS: Applications will be evaluated to determine those candidates whose background and experience most closely meet the agency's needs. The most qualified candidates will be invited to participate in the next phase of the examination process, a panel interview, which may include assessment exercise(s).

Benefits include: NV Public Employees' Retirement System – 100% agency paid; Medical, dental, vision, life and long-term disability insurance; Generous vacation, sick, and personal leave. Nevada does not have a state income tax, and we do not participate in Social Security.

ADMINISTRATIVE ASSOCIATE SUPPLEMENTAL QUESTIONNAIRE

This information MUST accompany your application. Submission of your answers to the following questions is MANDATORY, and your application will not be considered without them. Lack of experience in a particular dimension will not necessarily disqualify you from further consideration.

1. Describe in detail your experience using a personal computer. Include experience with Microsoft Windows applications such as Word and Outlook as well as any other programs or databases you have used.
2. Describe your experience working with web pages and researching information on the Internet.
3. Describe your experience preparing meetings agendas, taking meeting notes, and transcribing meeting minutes.

**Equal Opportunity Employer
Women and minorities are encouraged to apply
Drug Free Work Place**