



JOB ANNOUNCEMENT

General Public

OPEN DATE: May 6, 2022

CLOSE DATE: Until Filled

JOB TITLE: Transit Office Clerk

PAY RATE: \$12.50/hour

DEPARTMENT: Community Development

DIVISION: Transportation

SUMMARY: Performs under the direction of the Transit Operations Supervisor, Transportation Facility Manager, and Community Development Director, or designee. Work involves the application of moderately complex clerical and office skills. Work extends to scheduling rides, operating a radio communication system and routine clerical duties. Work is performed in accordance with established departmental policies and procedures. Employee is expected to exercise independent judgment within these policies based upon experience. Work of this class involves many actions which, if improperly performed, can cause serious consequences for the safety of public and property. Work is performed under general supervision. Work originates from the on-going needs of the municipal transit system as well as special assignments from supervisors.

DUTIES AND RESPONSIBILITIES

- Performs general clerical duties to include, but not limited to, recordkeeping, scheduling, copying, faxing, mailing and filing.
- Answers telephone for the municipal transit system, takes messages and transfers calls to appropriate staff.
- Interacts with the general public, employees and management.
- Provides information in response to inquiries about the municipal transit system.
- Schedules, confirms and changes driver schedules as necessary.
- Assists passengers with trip planning and scheduling rides.
- Prepares monthly statistical reports.
- Handles cash in a secure, accurate and honest manner.
- Dispatch duties, communicates with drivers via radio communication system.
- Schedules drivers for safety meetings accordingly.
- Maintains confidentiality of the transit passengers and department staff.
- May be required to operate and drive a transit vehicle when adequate driver coverage is needed.
- Performs other related work as required or assigned.

MINIMUM JOB REQUIREMENTS

- High School Diploma or GED.

PREFERRED JOB REQUIREMENTS

- Two years clerical experience.
- Bilingual skills

EMPLOYMENT REQUIREMENTS

- Must possess and maintain a valid New Mexico Class D Operator's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have experience with data processing equipment, experience with data entries, word processing and accounting principles in an office setting and office practices.
- Ability to use Microsoft Office Word, Microsoft Office Excel, BlackCat Transit Data Management System, and general office equipment.
- Must have excellent communication skills both written and verbal.
- Ability to deal effectively with the general public, drivers and other organizations providing excellent customer service.
- Ability to work independently.
- Ability to learn and evaluate new equipment and systems applicable to municipal government.
- Ability to demonstrate interpersonal skills and tact with other organizations, department directors, employees and general public.
- Must be self-directed and able to work with minimum supervision.
- Knowledge of general clerical practices and procedures.
- Requires knowledge of all functions of municipal operations or ability to acquire such knowledge in a relatively short period of time.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office setting 95% of the time.
- Work surface is on an even flat/hard and/or carpeted area.
- Some travel and field work is required occasionally.
- Occasionally may be required to work beyond normal workday.
- Mobility factors; walks 5% of the time, climbs stairs 2% of the time, stands 13% of the time and sits 80% of the time.
- Bends occasionally.
- Reaches, works with arms extended occasionally, carries up to 20 lbs.
- Bends, kneels, squats and walks.
- Gross dexterity, occasionally grasp/manipulates, frequently. Speed required, occasionally; bilateral coordination, occasionally; eye/hand coordination, occasionally.

NOTE: Due to the position being safety-sensitive, the position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug and Alcohol Policy and Transportation Department - FTA Drug and Alcohol Testing Policies and Procedures.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Human Resource Director