



## **ADMINISTRATIVE ASSISTANT, SENIOR**

San Bernardino County Transportation Authority

San Bernardino, California

Salary: \$51,870 - \$77,805 annually plus benefits

Under general supervision, performs a variety of advanced administrative support duties of considerable complexity requiring thorough knowledge of SBCTA, its procedures, and operational details; provides administrative, project, and program support to one or more senior management staff, SBCTA policy committee, and/or administrative/professional staff and relieves those employees of administrative details; composes and prepares complex correspondence using considerable judgment in content and style; serves as secretary to SBCTA's Board Policy Committee and/or other assigned Board or regional committees, and provides administrative support for the meetings; and performs related work as required.

Education and/or Experience: Equivalent to the completion of the twelfth (12th) grade and five (5) years of varied administrative support experience involving the use of computerized information systems and office technology products; public sector administrative

**APPLY IMMEDIATELY.** Applications accepted through December 5th or until position is filled. Visit our web site at: [www.gosbcta.com](http://www.gosbcta.com) for more information and to apply. "An equal opportunity employer."