



is seeking applications for the position of  
**ADMINISTRATIVE ASSISTANT I/II**

**Closing Date: January 28, 2022**

***The Position***

The Yuba-Sutter Transit Authority is recruiting for a new Administrative Assistant to serve as the public face and voice of the agency while performing a wide range of clerical, office management and customer service duties in support of the agency's programs and activities. Duties will include a significant amount of public and related agency interactions in person, over the phone and by email; light bookkeeping; website maintenance; and administrative support for the Executive Director, the Board of Directors and other agency staff.

***Compensation & Benefits***

Level I : \$3,241 - \$3,940/Month

Level II: \$3,752 - \$4,561/Month

- CalPERS Retirement Plan – 2% @ 62 (for those entering the CalPERS system after 12-31-12) or 2% @ 55 (for Classic PERS eligible employees)
- No Social Security
- Longevity pay program
- Employer paid Medicare premium of 1.45%
- Employer paid health, dental, vision (reimbursement allowance), life and long term disability insurance coverage available to employee and dependents (\$250 a month allowance if health insurance is waived in lieu of other coverage subject to specific limitations)
- Employer contribution of \$100 a month to the available deferred compensation plan
- Twelve paid holidays annually
- Annual leave (combined vacation & sick leave) program starting at 24 days a year (less than five years) up to 36 days a year (at least 20 years) up to a maximum accrual of 48 days
- Limited annual leave sell back program
- Frequent BBQs, potlucks and goodies!

***The Ideal Candidate***

We are looking for a highly motivated, enthusiastic individual with excellent interpersonal and communication abilities; someone who is especially adept at customer service, office management and clerical skills; who is organized, disciplined, and detail oriented; who has outstanding written, oral, and computer skills; who highly values their integrity and has a strong work ethic; and who is flexible and customer focused. We are looking for an individual who will enjoy working in a small, busy office with frequent telephone and counter interruptions where everyone must be ready, willing, and able to do anything at anytime all while maintaining their sense of humor. The ability to communicate in Spanish or Punjabi would be a plus.

***Application Process***

If you are interested in joining our team, please review the complete job announcement and position description that is available at [www.suttercounty.org](http://www.suttercounty.org) or from the Sutter County Human Resources Department.

To be considered, interested candidates must submit the completed Application and any additional information by no later than 5:00 p.m. on the above Closing Date to:

**Sutter County Human Resources**  
**1160 Civic Center Blvd, Ste. B**  
**Yuba City, CA. 95993**

**Phone: (530) 822-7113 Fax: (530) 822-7191**  
**[www.suttercounty.org](http://www.suttercounty.org)**

A screening panel will select those most qualified to be considered further in the selection process which may include an application screening and/or interviews. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam, credit check and fingerprinting in addition to other appropriate requirements of the position.

