

ASSISTANT TO THE CLERK OF THE BOARD

San Bernardino County Transportation Authority

\$58,902.00-\$88,353.00

Under general supervision, provides administrative, project, and program support and coordination to the Clerk of the Board/Administrative Manager, Deputy Clerk of the Board, and Executive Director; performs a variety of administrative support duties of considerable complexity requiring thorough knowledge of SBCTA, its operations, and applicable policies and

procedures; and performs related duties as assigned.

Minimum Qualifications Education and/or Experience: Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience performing increasingly responsible clerical or administrative support duties in support of a Clerk's Office and/or executive management. Licenses and Certifications: Requires possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

Qualified individuals high recommended to apply. Visit our web site at <https://www.governmentjobs.com/careers/sbcta> for more information and to apply. "An equal opportunity employer."