

INTERNAL JOB ANNOUNCEMENT

THIS POSTING IS TO ESTABLISH AN ELIGIBILITY LIST TO SELECT CANDIDATES FROM WHEN THE NEED ARISES

Administrative Assistant 301

DUTIES: Organizes and prepares information for internal and external distribution; develops, coordinates, administers and maintains department records, and other related information; serves as information liaison between department and internal/external customers; responsible for accurate data entry and other department related activities. Performs other duties of a similar nature as may be required.

MINIMUM REQUIREMENTS: Applicants must have a high school diploma or its equivalent. Applicants must have two (2) years of clerical experience performing duties such as typing, filing, answering phones and other related clerical tasks, including word processing, database and spreadsheet experience. Applicants must have one (1) year of general administrative experience including compiling and maintaining records, tracking and making available a variety of information, monitoring and maintaining office inventories, revising correspondence for distribution, and other related administrative duties. Applicants must also type 60 wpm, must have excellent oral and written communication skills.

Additional Information: The performance of these duties may be required at any time of the day or night, any day and night of the week. The position is a bargaining unit position.

Examination Information: Eligible candidates will be notified of the exact time and place of the examination. The examination process will consist of three parts to include a written examination, performance assessment and/or interview, and record evaluation for internal candidates. The record evaluation will be weighted as 15% of the overall examination score for candidates who have passed the written and performance assessment/interview. Record evaluation information will be obtained from the candidate's supervisor. Candidates must meet all record evaluation criteria in order to gain the full 15% weighting. Candidates must pass the written examination to be eligible to proceed to additional parts of the examination process required to establish the eligibility for the position. Candidates will become eligible based on the composite scores from each part of the examination process. In accordance with the Merit Systems Rules, internal candidates who become eligible will be given preference over external candidates. Record evaluation criteria may include, but not limited to, an employee's attendance and discipline record for one rolling year back at the time of review. Records evaluation information includes a review of the following:

- 5 or more absence occurrences
- 2 or more AWOL or absence control suspensions
- 3 or more active written reminders (regardless of the level)
- 5 or more misses (regardless of whether they are active or not active)
- 4 or more active tardies
- Drug or alcohol suspension
- Commercial Drivers License (CDL) suspension
- Active Decision Making Leave (DML)

INTERNAL WAGE RATE: \$12.87 – \$21.45 per hour

CLICK HERE FOR: [How to Apply](#)

Internal Applicants: How to Apply: An internal employment application may be completed and submitted on the RTA Intranet, select the Forms tab and then select the Human Resources tab. Internal employment applications can also be emailed to jobs@gcrta.org, faxed to (216) 781-4483, or interoffice mailed to Human Resources, 1240 W. 6 St., Cleveland, OH 44113.

Employment Applications will be accepted until Monday, March 14, 2011.

FOR INTERNAL SELECTION PROCESS' FORM (REVISED 10/21/98) ALONG WITH THEIR APPLICATION. Forms are available from Human Resources and RTA District Offices.

Examinations: Eligible candidates will be notified of the exact date and time(s) of the examinations

APPLICANTS WHO DO NOT PASS THE WRITTEN EXAMINATION AND PERFORMANCE ASSESSMENT(S) MUST WAIT SIX (6) MONTHS TO REAPPLY AFTER THE INITIAL WRITTEN EXAMINATION DATE.

AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE

Job Class: 0301
Date: March 4, 2011
Job Announcement No.: 2011-23

Web Site Address: www.rideRTA.com
Email: jobs@gcrta.org