Sacramento Regional Transit District

Administrative Assistant II

SALARY	$61,805.04 - $80,641.56 Annually	**LOCATION**	1225 R Street Sacramento, CA
JOB TYPE	Full Time	**JOB NUMBER**	2027-00132IE
DEPARTMENT	Customer Satisfaction	**OPENING DATE**	11/10/2026
CLOSING DATE	11/23/2026 11:59 PM Pacific	**RECRUITMENT TYPE**	Internal/External

Description

TYPING CERTIFICATE IS REQUIRED TO BE SUBMITTED AT THE TIME OF APPLICATION AS DESCRIBED BELOW

The purpose of this position is to provide a variety of complex administrative and office support tasks. This is accomplished by tracking, recording and reporting information, preparing documents and correspondence, coordinating schedules and meetings, maintaining records, providing payroll, supply and materials support, and completing related administrative duties.

An eligibility list will be created for filing future vacancies throughout the District.

Examples of Duties

- Provides clerical support by preparing, proofreading, editing, revising and formatting correspondence and documents, reviewing, scanning, identifying, indexing, and filing documents; generates standard responses verbally, in writing, or electronically to requests for information; collecting, copying, sorting, and distributing mail, documents received from other departments, and other correspondence, and proofing, copying, and distributing time-sensitive documents to appropriate staff .
- Prepares reports by entering, tracking, recording, and reporting data into automated database system; keeps status reports on information and records; tracks and reports on special information as needed; and utilizes application programs to chart and display recorded information for inclusion in reports.
- Coordinates and maintains departmental records by developing and monitoring methods to ensure efficient filing, storage, and retrieval of records, and ensuring confidentiality of relevant records.
- Coordinates travel plans, special events and meetings by making appropriate reservations, ordering supplies, and completing check requests and/or expense reports. Prepare information meeting packets, agendas, etc.; attend various meetings taking minutes or notes; distribute meeting agendas, minutes, etc.
- Prepares payroll by entering timesheet data, making appropriate schedule changes, and sending appropriate documentation to Payroll department.

Minimum Qualifications

Formal Education: High School Diploma or GED equivalent.

Experience: A minimum of one (1) year of general office or administrative support experience.

Certification & Other Requirements: Typing Certificate verifying minimum typing speed of 50 net words per minute.

Applicants must have the ability to type accurately at a net rate of 50 words per minute. At time of application, applicants must submit typing certificate, less than two (2) years old (dated between November 10, 2024 and November 23, 2026), and MUST include: (1) A statement that it was a 5-minute timed test; (2) Total gross words per minute and number of errors; (3) Date the typing test was administered; and (4) Name of instructor or certifying official administering the test. **Online typing test and certificates will not be accepted.**

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that the candidate will be invited to participate in other examination segments of the selection process. An employment application and typing certificate, as outlined above, are required for this position. Applications and job announcements are available through our website www.sacrt.com.

A completed employment application and typing certificate, as outlined above, must be submitted online no later than Monday, November 23, 2026, 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand-alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity Employer EOE

This position falls under the AFSCME, Local 146 Bargaining Agreement.

Employer
Sacramento Regional Transit District

Address
1400 29th Street

Sacramento, California, 95816

Phone
9165560298

Website
http://www.sacrt.com/

Administrative Assistant II Supplemental Questionnaire

*QUESTION 1

Describe, in detail, your administrative office support experience. In your response detail your specific job duties, the number of years/months you performed these duties and the employer.

QUESTION 2

Describe a position you've held where reviewing documents for accuracy and completeness according to specific guidelines was a primary responsibility. In your response include the types of documents reviewed, the guidelines followed, the number of years/months you performed these duties and the employer.

QUESTION 3

Describe your experience collecting, entering, tracking and updating information into a database and extracting information in the form of reports. In your response, include the type of information that was entered, the types of reports you created and the software that was used. In addition, include the number of years/months you performed these duties and the employer.

QUESTION 4

Describe your level of experience with the following software applications and provide examples of the types of documents, correspondence, or reports you have created that would support your rating. No experience: 1 Beginning-level experience: 2 Intermediate-level experience: 3 Advanced-level experience: 4 Programs: Outlook MS Word MS Excel MS Access MS PowerPoint

* Required Question