



Camarillo Health Care District helps individuals manage ongoing health challenges, live better with chronic illness, and improve overall quality of life. Serving the area since 1969, Camarillo Health Care District is recognized as an innovative, award-winning model district throughout the State of California and the nation.

Administrative Assistant-Transportation

Performs a variety of routine administrative and clerical functions in support of the Transportation Department. Responsible for routine office operations, scheduling, inspections, and reports. Some independent judgment is required in choosing among alternative courses of action in mostly standardized operations or routine situations. Serves as overall dispatcher including monitoring driver logs, keeping records, and dispatching appropriate team members.

Example of Job Duties

- Provides first line response to incoming calls
- Develops and maintains accurate records, client database and statistics for the service, including ensuring accurate reconciliation of fares collected
- Assists in the development and success of departmental budget
- Possesses working knowledge of Ventura County roadways
- Communicates with clients in a professional, courteous, and caring manner
- Works as a team in making/keeping timely communications regarding trip information to drivers
- Assists in all aspects of transportation coordination
- Responsible for the purchase and recording of operational and office supplies required by the Transportation Department
- Assists in maintenance of rider database
- Performs a variety of clerical tasks including typing, proofreading, filing, editing, office machine operation, including word processing or operation of other automated systems, sorts, files
- Responds to and assists with front desk inquiries from the public, as necessary
- Prepares, validates, processes, and maintains a variety of documents to ensure full compliance to all mandates required for drivers and program
- Develops and prepares required and requested departmental reports in a timely, accurate manner

To Apply

<https://www.camhealth.com/join-our-team>

Camarillo Health Care District
Human Resources Department
3639 E. Las Posas Rd, Ste 117
Camarillo, CA 93010
805-388-1952 ext. 125

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The eligible list established from this recruitment may be used to fill current and future positions.

Responsible for maintaining routine reports, correspondence, or forms

Establishes and maintains effective working relationships within department, other departments, public agencies, private companies/vendors and the general public.

Performs related duties and responsibilities as assigned.

The Ideal Candidate

Must be collaborative and have a strong work ethic and ability to prioritize multiple tasks. Must communicate clearly, tactfully and effectively both verbally and in writing; exercise independent judgement and critical thinking; motivate; establish rapport and effective working relationships with coworkers and management; be organized; maintain confidentiality

Proficient in Microsoft office suite programs, data entry, typing at 30 WPM, and general office equipment usage and etiquette.

Excellent written and verbal communication and telephone skills required.

Excellent teamwork and attitude necessary to create positive experience for clients and community partners.

Minimum Qualifications

- **Education:** High School Diploma or equivalent.
- **Experience:** Minimum 2 years office assistant experience, excellent customer service skills. Critical thinking skills. Computer knowledge in Microsoft Suite.
- **Physical Conditions:** Essential and marginal functions require maintaining physical condition necessary for standing at least three (3) hours per day; sitting at least three (3) hours per day; lifting/carrying up to thirty (30) pounds; pushing/pulling up to fifty (50) pounds; and must be able to tolerate temperature changes.
- **Mental Conditions:** Essential and marginal functions require the ability to work under pressure; ability to communicate tactfully and effectively verbally and in writing; ability to work independently; sensitivity to persons with special needs; ability to adjust and be flexible to changing working conditions and job structure which may alter the direction of daily schedule; and must be extremely organized.
- **Other Requirements:** Criminal records clearance. Means of transportation, valid California Driver's License, Auto Insurance, and acceptable DMV record

Compensation & Benefits

\$16.19-\$23.74 per hour. 40 hours per week.

Work schedule Monday through Friday; 8:00 am-5:00 pm

Attractive benefits package

- California Public Employees' Retirement System (CalPERS); CalPERS 457 Deferred Compensation plan
- Medical insurance plans offered through the CalPERS Health Program.
- Annual Accrual Rates: Leave accrual rates based on years of service and weekly hours worked
- Holidays: The District observes 11 holidays per year.