

**Position:** Administrative Clerk  
**Location:** Happy Day Transit Center (HDTC)  
**Reports To:** Supervisors and Managers  
**Classification:** Hourly/Non-exempt

**Job Purpose:**

Perform all administrative functions in the department or location. Interface with customers, vendors, and internal departments.

**Major Responsibilities:**

- Process and maintain payroll files and records
- Process and maintain accounts payable files and records
- Maintain maintenance parts inventory—includes data entry
- Assist maintenance staff with Work Order entry and processing
- Data entry for a variety of reports
- Order office supplies and maintain office supply inventory
- Perform other related duties as assigned

**Minimum Education and Certifications Required:**

- High School diploma or equivalent
- Two years of experience preferred
- Must successfully pass drug and/or alcohol test and background check.

**Experience and Skills Required:**

- Two years of administrative/clerical experience including payroll, receivables, and payables.
- Office, data entry, or administrative experience a plus.
- Experience with Microsoft Office products.
- Excellent communication skills—written and oral.
- Excellent customer service skills
- Ability to work under time constraints and deadlines
- Problem solving and analytical abilities
- Excellent interpersonal skills
- Demonstrated ability to communicate clearly
- Ability to follow written and oral instructions with minimal supervision
- Ability to establish and maintain effective working relationships with co-workers

**Physical Requirements and Working Conditions:**

- Use of full ranges of hearing, speech, and vision
- Use of fingers (manual dexterity) handling paperwork
- Must be able to move about the office and between floors; utilize standard office equipment; access filing system/cabinets; and communicate effectively and efficiently in person or by telephone. Must be able to sit and/or stand for extended periods.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.*

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I have received a copy of this Job Description and acknowledge the above information for the TMCC Administrative Clerk position.

Signature \_\_\_\_\_ Date \_\_\_\_\_