



## TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

Truckee, CA 96161

(530) 587-4119 tel

(530) 587-2984 fax

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## DIRECTORS

MARY HETHERINGTON

JAMES W. MORRISON

TERESA O'DETTE

RICK STEPHENS

LISA WALLACE

### ADMINISTRATIVE CLERK – AVIATION & COMMUNITY SERVICES

**Type:** Part-time Temporary (July 2020 – June 2021)

**Hours:** 20 - 23 hours/week

**Wage:** \$24.14 - \$33.20 (non-exempt)

**Open Until Filled**

The Truckee Tahoe Airport District is seeking a temporary, highly motivated person to perform a variety of responsible duties associated with the support functions of the Aviation & Community Services Department. This position will report to work various days with flexible hours, but not to exceed 20 - 23 hours per week. This position will begin July 2020 and will conclude June 2021. Must have two years of increasingly responsible administrative support experience that involved customer service and office administration. Must be computer savvy and familiar with MS Office and Adobe suite.

Duties include, but are not limited to:

- Initiate and maintain a variety of files and records of information related to the Director Aviation and Community Services office; maintain manuals and updates resource materials.
- Assist in aeronautical and non-aeronautical leasing of District hangars and storage spaces; prepare leases and maintain and update tenant records.
- Perform a wide variety of general clerical work for assigned program; create and maintain files; maintain accurate and detailed records; verify accuracy of information and research discrepancies; enter data into computer; type and proofread a variety of documents including general correspondence, reports, and memoranda.
- Working with District Staff members to answer comments related aircraft operations.
- Working with pilots and passengers to reduce impact from aircraft operations.

#### Application Information:

The Truckee Tahoe Airport District is a drug-free workplace. District employment requires the successful completion of a physical examination and drug screening. **A District employment application is required.** The position is open until filled. You may apply online or request an application in person at the Truckee Tahoe Airport District; **email** your application and resume to [Lauren.Tapia@truckeetahoeairport.com](mailto:Lauren.Tapia@truckeetahoeairport.com); **fax** your application to 530-587-2984 or **mail** to: Truckee Tahoe Airport District, Attn: Human Resources, 10356 Truckee Airport Road, Truckee, CA 96161.

**OUR ADMINISTRATION OFFICES ARE CURRENTLY CLOSED TO THE PUBLIC, WE WILL NOT BE ACCEPTING IN PERSON APPLICATIONS SUBMITTALS.**