

May 17, 2006

**NOTICE OF OPEN POSITION**

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Assistant Supply Clerk (S1), Job Number 06-162. Position will remain open until filled.

**ASSISTANT SUPPLY CLERK (S1)**

**POSITION SUMMARY**

Under general direction, the incumbent will perform a wide variety of office duties in support of the Administrative Services Department.

**DUTIES INCLUDE:**

- Stock shelves
- Order supplies
- Post mail
- Filing
- Operate copy machines and light equipment
- Move furniture
- Run Errands
- Occasional light painting
- Dusting or sweeping
- Other duties as assigned by supervisors

**QUALIFICATIONS:**

- Good math skills
- Ability to closely follow directions
- Ability to lift 50 lbs
- Valid California driver's license

**EDUCATION AND EXPERIENCE**

Equivalent to completion of the twelfth grade

**COMPENSATION AND BENEFITS**

**Salary:** \$2,380 - \$2,907 per month

**Pension:** Employer Paid PERS 2.5% @ 55

**Deferred Compensation:** STARS 457 Retirement Plan

**Health and Dental:** Dental Insurance and choice of three HMO and two PPO Plans

**Life Insurance:** ABAG Paid coverage equal to 2 times annual salary

**Other Benefits:** Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

**Vacation, Sick Leave, Holidays:** Competitive leave package including 11 paid holidays and 3 floating holidays annually

**APPLICATION AND SELECTION PROCESS**

Please submit a cover letter, resume, and employment application to:

ABAG H.R. 06-162  
P.O. Box 2050  
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT [www.abag.ca.gov/jobs.html](http://www.abag.ca.gov/jobs.html) OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG-H.R. 06-162, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.