

# Clerk of the Board/Facilities Coordinator – Full Time

**Organization:** Okanogan County Transit Authority (TranGO)

TranGO is looking for a full-time Clerk of the Board/Facilities Coordinator. This position is hourly non-exempt. Compensation is \$26.00 - \$28.12 per hour. Benefits include health, dental, vision and life insurance, retirement, sick leave, vacation.

Responsible in part for clerical duties for the OCTA and OCOG Boards, replies to Public Records Requests, notary, compiles and edits various documents, advertising for meetings and public hearings, serves as back up on phones, receiving and distributing mail, organizes and maintains all OCTA and OCOG files and is responsible for records retention.

Please visit [www.okanogantransit.com](http://www.okanogantransit.com) for required qualifications, application, and job description. A complete application including a resume and cover letter must be submitted in order to be considered for the position. E-mail your completed application to [financehr@okanogantransit.com](mailto:financehr@okanogantransit.com) or mail to TranGO, PO Box 507, Okanogan WA 98840

**Application Deadline:** First review of the applications will be 10/25/21; position open until filled.

*Okanogan County Transit Authority is an Equal Opportunity Employer.*