

Capital Area Rural Transportation System (CARTS)
Headquarters Office: 5300 Tucker Hill Ln
Cedar Creek, TX 78612
www.RideCARTS.com

*CARTS provides transportation services in nine Texas counties surrounding the capital city:
Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Travis, and Williamson.*

CARTS is a public agency, a transportation district.

CARTS is an Equal Employment Opportunity employer.

Job Posting

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| Position: Ticket Agent/Office Clerk (Part-time) | Opening Date: December 3, 2018 |
| Wage: \$11.00 per hour | |
| Work Location: Austin | Closing Date: January 2, 2019 or until filled |

Summary

We are hiring for part-time clerical help. Work location is at Plaza Saltillo (E 5th Street at Comal Street).

We are seeking an independent and self-motivated worker with a customer service focus.

Work Schedule

Monday - Friday; 6:00am - 10:00am

Wage

\$11.00 per hour

Requirements

- High School degree or GED
- Good communication skills
- Good customer services skills
- Computer experience (Windows Office; Word)
- Office experience
- Ability to count money and provide correct change

Responsibilities/Duties

- 1) Handle all telephone calls in a courteous manner, and direct to other offices if required to meet caller's needs.
- 2) Greet all visitors to the terminal and provide information in a courteous manner.
- 3) Provide information on services and promote CARTS services to the public.
- 4) Receive and safeguard rider fares. Process cash and credit card payments and record transactions.
- 5) Prepare and submit accurate and timely information and reports.
- 6) Receive/send and distribute mail in a timely and accurate manner.
- 7) Communicate necessary information to co-workers and managers.
- 8) Maintain and safeguard all CARTS property and report misuse, destruction or loss immediately.
- 9) Keep the office, terminal area, restrooms, and equipment clean and safe.
- 10) Perform clerical work and general office duties.
- 11) Perform other duties as needed.

Application Procedure

- (1) Obtain a CARTS application.
 - Applications are available at most CARTS stations (including in Bastrop, Cedar Creek, Georgetown, and San Marcos)
 - Applications can be printed from: www.rideCARTS.com/about/employment
- (2) Submit a CARTS application.
 - Mail application to: CARTS
PO Box 6050
Austin, TX 78762
 - Hand deliver application to any CARTS station

(faxes are not accepted)

Equal Employment Opportunity (EEO)

All qualified applicants will receive consideration for employment without regard to the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by law.