

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

<b>Position:</b> Ticket Agent/Office Clerk (Part-time)	<b>Opening Date:</b> January 9, 2019
<b>Wage:</b> \$11.00 per hour	
<b>Work Location:</b> Bastrop	<b>Closing Date:</b> January 25, 2019 or until filled

### Summary

We are seeking an independent and self-motivated clerical worker for our Bastrop Station.

Essential for the position is the ability to provide *quality customer service*, a *willingness to learn* about the transportation services and schedules, and self-sufficiency for *sole responsibility* of the office.

**The Ticket Agent/Office Clerk provides information and ticket sales to the public and performs general office tasks.**

### Work Schedule

Monday - Friday; 7:30 a.m. - 2:30 p.m.

### 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) Report to supervisor any possible safety risk to visitors or employees.
- 10) Keep the office and lobby clean and tidy.
- 11) Perform clerical work and general office duties.
- 12) 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](http://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.