

# Regional Transit Job Announcement

www.sacrt.com

2810 O Street, Sacramento CA 95816 (916) 556-0298

## Transit Agent (Fare Checker)

Internal / External

**Salary:** \$16.26 hourly  
(Plus Excellent Benefits)

**Posting Date:** August 25, 2016 (Thu)  
**Filing Deadline:** September 8, 2016 (Thu)

**AN ELIGIBILITY LIST WILL BE CREATED FROM THIS RECRUITMENT  
TO BE USED IN FILLING FUTURE VACANCIES**

**SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION**

### **BRIEF DESCRIPTION**

The purpose of this position is to perform fare inspection activities aboard RT vehicles and within RT's Fare Paid Zone. This is accomplished by conducting fare inspection and citation issuance activities while vehicles are in-service and general customer service. Other duties include: writing reports; maintaining records; attending training; and providing court documentation and testimony. Ability to communicate clearly and professionally on a hand held radio is required.

### **ESSENTIAL FUNCTIONS**

Performs fare enforcement activities on-board RT vehicles. Checks for proof of fare; issues citations for fare violation infractions; checks and verifies passenger identification documents. Enters fare citation information into computerized system; completes various forms and reports including incident and accident reports; appear in court to present evidence and testimony related to job duties.

### **POSITION STATUS**

*This position will be considered a "demonstration" position for up to 2 years. Incumbents should recognize that the position could be eliminated at any time during that 2 year "demonstration" period and that no guarantee of continued employment exists. If the position were to be eliminated, incumbents could apply for other RT positions, but would have no guarantee of employment in any other classification.*

### **WORK SCHEDULE**

This is a full time position. All Transit Agents (Fare Checkers) will work a schedule of 4, 10-hour days each work week. Schedules may include evening hours, weekend days and holidays. Transit Agents (Fare Checkers) are assigned to work on specific light rail trains during their work shift and will perform their responsibilities both on and off the light rail trains.

### **MINIMUM QUALIFICATIONS**

**Education:** High School Diploma or GED equivalent.

**Experience:** Minimum 2 years of full time experience working directly with the public, which must have included interpreting or enforcing policies and/or regulations or providing information and assistance directly to the public. Previous experience in a security related environment would be a plus.

### **FILING**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. Final candidates must pass a pre-employment physical examination, Department of Justice criminal background check and reference check. An employment application and supplemental questionnaire are required for this position. Applications, supplemental questionnaires, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application and supplemental questionnaire must be submitted to the Human Resources Department not later than Thursday, September 8, 2016, at 5:00 p.m.** RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.**

This position falls under the ATU, Local 256 Collective Bargaining Unit.

**Members of the District's ATU Collective Bargaining Unit will be given first priority  
in filling current vacancies for this position.**

**(Supplemental Questionnaire on Reverse Side)**

# Sacramento Regional Transit District Supplemental Questionnaire

## Transit Agent (Fare Checker)

**Final Filing Date: Thursday, September 8, 2016**

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

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**Please answer all of the following questions. Limit your answers to no more than two double-spaced typed pages for each question. Attach answers on a separate sheet of paper and number each item accordingly.**

1. From your **work experience with the public**, please provide **specific details** of your work experience in each of the areas listed below. In your response, include your job title, the employer and length of time you performed this work.
  - a. Interpreting or enforcing policies and/or regulations
  - b. Providing information and assistance
  - c. Performing security related duties
2. This position requires the ability to work a schedule of 4, 10-hour days each work week. Schedules may include evening hours, weekend days and holidays. Please indicate if you are willing to do this by responding "yes" or "no".