

Regional Transit Job Announcement

www.sacrt.com

(916) 556-0298

2810 O Street, Sacramento CA 95816

Transit Agent (Fare Checker)

Internal / External

Salary: \$16.66 hourly
(Plus Excellent Benefits)

Posting Date: March 8, 2018 (Thu)
Filing Deadline: Continuous

**AN ELIGIBILITY LIST WILL BE CREATED
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 and to cover patrol responsibilities at the light rail stations and parking lots. This is accomplished by conducting fare inspection and citation issuance activities while vehicles are in-service and providing 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. Perform patrol responsibilities at light rail stations and parking lots.

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. Schedules may include evening hours, weekends and holidays.

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 company policies or providing information and assistance directly to the public.

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.

Completed employment application and supplemental questionnaire must be submitted to the Human Resources Department. 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: Continuous

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.**

Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. Please provide **specific details** of your work experience with general public 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. Providing information and assistance to the general public
 - b. Working with situations involving face to face stressful/ negative interactions with the public.
 - c. Interpreting or enforcing company policies
2. This position requires the ability to work a variety of shifts, including evening hours, weekends and holidays. Please indicate if you are willing to do this by responding "yes" or "no".