



CENTRAL COUNTY TRANSPORTATION AUTHORITY
invites applications for the position of:

Clerk Cashier I - Metro (A11)

SALARY: \$14.00 - \$16.36 Hourly

OPENING DATE: 10/29/19

CLOSING DATE: 11/13/19 11:59 PM

DESCRIPTION/DISTINGUISHING FEATURES:

This is a specialized clerical position involving customer service and the receiving/recording of customer payments often involving large volumes of cash.

EXAMPLES OF DUTIES:

- Assists customers with scheduling/routing questions and problems both in person and over the telephone;
- Receives payments over the counter and by mail;
- Processes requests for bus schedules;
- Balances cash drawer daily and document discrepancies;
- Prepares correspondence, statement of accounts, vouchers, etc.;
- Assists with staff coverage during scheduled and unscheduled absences;
- Performs data entry;
- Assists Transportation personnel as needed.

ESSENTIAL QUALIFICATIONS:

- Good knowledge and skill of business office procedures and computerized record keeping;
- Good knowledge of both intra- and inter-city transportation services for the City of Kalamazoo;
- Ability to make arithmetic calculations quickly and accurately;
- Experience in interpersonal/customer service skills desired (especially with disabled persons and senior citizens);
- Good computer keyboard, data entry and cash handling skills;
- Strong 10-key calculator skills;
- Good verbal and written communication skills;
- Ability to establish and maintain effective working relationships with the general public;
- Ability to accurately perform in a fast pace, high volume work environment;
- Typing skill of 25 wpm;
- Must be able to lift 50 pounds and must be able to stand for long periods of time;
- Flexible work schedule required (program operates 10-hour days, 365 days annually);
- High school diploma;
- Two years' experience in banking/customer service positions or equivalent;
- Or any combination of experience and education/training that provides an equivalent background desired.

**This position requires passing a typing test of 25 wpm.
An in-house written test will also be required for this position.**

10/30/2019

Job Bulletin

APPLICATIONS MAY BE FILED ONLINE AT:
<http://kmetro.com>

Position #19-102919
CLERK CASHIER I - METRO (A11)
CD

530 North Rose Street
Kalamazoo, MI 49007
269-337-8446
