



CITY OF PIGEON FORGE MASS TRANSIT DEPARTMENT

Position Title: Mass Transit Customer Service Representative, Part-Time

Starting Pay: \$12.87/hr

Benefits: Wellness Program, Employee Assistance Program, uniforms and paid holidays (once eligible).

Job Description: This position is clerical and limited administrative work assisting with the front desk operations and related activities for the City of Pigeon Forge Mass Transit department.

Activities associated with the job include, but are not limited to:

- Greeting and assisting customers and visitors and answering incoming calls
- Providing information about Mass Transit Operations, routes and schedules
- Selling daily and season passes and collecting and receipting all funds received
- Providing directions and information about local attractions and events, and answering questions.

Minimum Qualifications: Graduation from an accredited high school or GED program; considerable experience working with the public; considerable knowledge of local attractions and special events; familiarity with local roads and transit routes (preferred); good organizational, interpersonal and decision making skills; experience handling cash and providing change; knowledge of commonly utilized computer software applications (preferred); Position requires flexible scheduling, which may include evenings and weekends; valid Tennessee Driver's License required.

How to Apply: A City of Pigeon Forge Employment Application is required for consideration of open positions. An electronic application is available on our website, <http://www.cityofpigeonforge.com/human-resources.aspx>. Paper applications may be picked up at City of Pigeon Forge Mass Transit Department (located at Patriot Park), 186 Old Mill Avenue, Pigeon Forge, TN. 37863 M-F--8:30 A.M.- 4:30 P.M. **Mail applications to:** City of Pigeon Forge- Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350. **Position Open until Filled.**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, driving history check, and drug testing in accordance with City policy.