



CITY OF PIGEON FORGE MASS TRANSIT DEPARTMENT

Part-Time Position: Mass Transit Customer Service Representative

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 greeting and assisting customers and visitors and providing information about Mass Transit Operations, routes and schedules, selling daily and season passes and collecting and receipting all funds received. Additional activities include answering incoming calls, welcoming and greeting customers in a friendly and courteous manner, providing directions and information about local attractions and events, and answering questions.

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; some experience working in public mass transit operations (preferred); knowledge of commonly utilized computer software applications (preferred); Position requires flexible scheduling, which may include evenings and weekends; valid Tennessee Driver's License required.

Applications can be completed online at <http://cityofpigeonforgetn.gov> under the human Resources Link. Applications may also be obtained at the Pigeon Forge Mass Transit Office 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.

Applications will be accepted till May, 10, 2021.

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.