



## POSITION DESCRIPTION

**TITLE:** Office Clerk – LANtaBus  
**CLASSIFICATION:** Level 2  
**DEPARTMENT:** LANtaBus Operations  
**REPORTS TO:** Director of Operations  
**SUPERVISES:** N/A  
**LAST UPDATED:** November 30, 2017

**RESPONSIBILITIES:** The staff position responsible for the daily booking and payroll for the location to which the clerk is assigned. The duties include recording payroll statistics, daily booking, answering consumer information calls, selling tickets, counting fares and ticket sales, and assisting with customer inquiries.

### EXAMPLES OF WORK

- May be responsible for assigning buses to LANtaBus operators during certain hours.
- Count farebox cash returns and responsible for the bank deposit of same as well as ticket money.
- Maintain daily bank deposit file.
- Responsible for daily processing of payroll of LANtaBus operators.
- Responsible for daily booking of operator assignments.
- Responsible for various reports and statistics as required.
- Communicate with Customer Service to supply schedules and service disruption alerts when needed.
- Working with employees and vendors for processing uniform orders and maintain records of employee uniform accounts.
- Keep a current log of lost and found items recovered from buses.
- Perform other duties as assigned.

### QUALIFICATIONS

- High school diploma.
- A minimum of one year's experience in related work.
- Ability to communicate effectively.
- Ability to operate office machines and coin sorting machines.
- Ability to handle personnel management problems.

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