



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**

## **Transit Ambassador**

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<b>SALARY:</b>	\$19.22 Hourly
<b>DEPARTMENT:</b>	Police Services
<b>OPENING DATE:</b>	12/14/21
<b>CLOSING DATE:</b>	Continuous
<b>RECRUITMENT TYPE:</b>	Internal/External
<b>DESCRIPTION:</b>	

**AN ELIGIBILITY LIST WILL BE CREATED FROM THIS RECRUITMENT TO BE USED IN  
FILLING FUTURE VACANCIES**

The purpose of this position is to provide continuous and consistent customer service to all passengers aboard light rail vehicles, at light rail stations and within light rail parking lots or other SacRT facilities. The Transit Ambassador will help resolve fare issues, address customer inquiries, assist with understanding the system routes, and handle any concerns and complaints all while maintaining a courteous and friendly attitude.

The Transit Ambassador is a full working level position that works independently on Light Rail trains and/or Light Rail stations performing the duties described herein.

### **EXAMPLES OF DUTIES:**

- Assists passengers with fare system issues and address any questions to help ensure payments are collected. Helps any passengers that are having difficulties using the fare system, and addresses any related complaints or questions.
- Assists passengers with transfers; helps guide customers to access alternate bus or train services during regular service as well as in the event of a service disruption.
- Answers passenger inquiries and maintains a courteous and friendly demeanor at all times. Maintains an expert knowledge of the bus and light rail system in order to answer all customer inquiries and provides directions when asked. Provides route, schedule and fare information to customers upon request.
- Maintains vigilant watch at light rail stations and parking lots and help maintain a safe and clean environment for passengers and their vehicles. Occasionally removes and disposes of litter on trains to help maintain clean environment.
- Handles customer compliments, criticisms and complaints equally with a calm and pleasant demeanor. Attempts to address customer's issues but recognizes when issues need to be elevated to the next level of authority.
- Ensures a commitment to safety through consistent and professional behaviors in performance of all job functions.
- May be required to issue citations to customers that fail to pay fares and/or nuisance behavior, as well as appear in court to present evidence and testimony related to issued

citations. Enters fare citation information into departmental computer system, completes required incident forms and accident reports when necessary.

- Other duties as required.

## **MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or GED equivalent.

**Experience:** Minimum 2 years of full time customer service experience working directly with the public, which must have included interpreting or providing information and assistance directly to the public. Transit experience preferred.

**License/Certification:** Obtain and maintain Penal Code Section 830.14 Certificate.

## **FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:**

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. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**A completed employment application, as outlined above, must be submitted online. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, please reference the Benefits tab. 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.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.**

**This position falls under the ATU, Local 256 Collective Bargaining Unit.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sacrt.com/Career/>

Position #2021-00568IE  
TRANSIT AMBASSADOR  
JK

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

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## **Transit Ambassador Supplemental Questionnaire**

- \* 1. Please provide specific details of your work experience providing great customer service to the general public. In your response, include your job title, the employer and length of time you performed this work.

- \* 2. Please provide specific details of your experience working with situations involving face to face stressful/negative interactions with the general public. In your response, include your job title, the employer and length of time you performed this work.
  
- \* 3. Please provide specific details of your work experience with the general public interpreting or enforcing company policies. In your response, include your job title, the employer and length of time you performed this work.
  
- \* 4. 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".  
 Yes    No

\* Required Question