

Tucson's paratransit agency since 1987!



ROUTE RESERVATIONIST

OPENING DATE: November 10, 2021

CLOSING DATE: Open until filled

SALARY: \$15.00 per hours

QUALIFICATIONS:

The ability to make decisions with minimal supervision, type accurately, possess excellent knowledge of the city, have good communications skills, have the ability to hear and speak clearly using the telephone, have the ability and knowledge to use a computer. Bilingual preferred.

MAJOR FUNCTIONS:

Responsible for taking reservations via telephone, accurately entering reservation data in computer, schedules reservations at point of call via computer, assists with data entry, (productivity and on time performance). The Reservations Department is open 7 days per week from 7 AM – 4 PM. This position covers weekends.

BENEFITS:

Benefits include health care coverage for the employee and dependents, vacation, sick leave, paid holidays and a generous retirement plan.

TO APPLY:

Applications and/or resumes are accepted at Sun Van, 3401 E Ajo Way, Tucson, AZ, from 8:00 am to 3:00 pm, Monday through Friday or email to SunVan_HR@tucsonaz.gov. No phone calls please.

If selected for this position we require a background investigation in all federal, state, county and city justice courts and a pre-employment drug screen.



We are an Equal Opportunity/Reasonable Accommodation Employer