

FURLOUGH CLERK - EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Job Description: Furlough clerk. This is an entry level union represented position that provides on-call clerical support to the administration, finance and accounting (including purchasing), transportation, and engineering departments. The work includes ticket sales, paper to electronic file conversion, storehouse tasks, passenger communication services, and other clerical or administrative duties as may be assigned.

Days of Work: The days assigned are on-call and irregular. While NICTD attempts to schedule assignments as far in advance as possible, applicants must be able to work on extremely short notice. Some work is required on weekends and holidays. There could be periods of time when no work is assigned as well as periods of time when work is required on seven (7) or more consecutive days. When assigned in Chicago, the clerk may drive at own expense (parking provided) or ride the train at no cost on a supplied pass. Commutation time is not reimbursed.

Hours of Work: Work assignment times can start as early as 4 a.m. and end as late as 11 p.m. The normal shift is eight (8) hours but applicants must be available to work a sixteen (16) hour shift if necessary. Mandatory overtime is possible in certain situations.

Location of Work: Work assignments run as far west as Chicago, Illinois, and as far east as South Bend, Indiana. Many assignments are in Michigan City, Indiana. If free travel on NICTD trains to/from assignments is not practicable, the candidate must have a reliable automobile for commuting to/from work assignments.

Minimum Requirements:

- High school degree. Certificates, associate, bachelor, or graduate degrees with majors in accounting, finance, marketing, or other business administration specialty are preferred but not required. Microsoft Office Suite, guest service, and cash handling experiences are also preferred but not required. NICTD will train the successful applicant in the tasks required in the various assignments. Must read and write clearly and fluently in English so as to understand and follow appropriate rules and regulations.
- Must be able to type a minimum of forty (40) words per minute in a standardized keyboarding examination administered by the District.
- Valid driver license with acceptable driving record. Reliable transportation to/from work assignments within Illinois and Indiana.
- Ability to work varied days, hours, and shifts on short notice. Available for unplanned overtime and emergency call outs.

- Good interpersonal skills when interacting with supervisors, fellow employees, and passengers. Flexible about unexpected changes in work assignments or priorities.
- Pass a post-offer physical examination, including drug and alcohol tests. Must be able to fulfill the position's essential functions, with or without reasonable accommodations. Hired applicants are also subject to on-duty drug and alcohol testing per NICTD policy.
- As this work involves entrustment with public funds and operation of company vehicles, all offers are subject to satisfactory post-offer driving, credit, and criminal record evaluations.

Environmental Conditions: Work is primarily indoors. Levels of activity vary from moderate to intense. Stressful situations may occur.

Salary & Benefits: Rate varies by work performed. Applicants start at 75% of full hourly rate for job performed increasing 5% per year until eligible for full hourly rate. Full hourly rates vary from \$15.83 to \$24.07. Excellent health benefit plan when working seven or more days in a calendar month. As the junior person on the seniority roster, the applicant may be assigned to a position with fixed hours and work location if any posted position goes unfilled.

Applicant Instructions:

(All Applicants Including Employees) Fill out the on-line employment application. To reach the on-line employment application, go to www.mysouthshoreline.com and hover on the "About" tab. Then, click on "Job Opportunities" from the drop-down menu. This will take you to the job announcement containing the link to apply for the position. Follow the application screens from there. You may upload a resume (with or without a cover letter) during the on-line process. While not required, NICTD encourages applicants to complete the on-line application and upload a resume with a cover letter. The position is open until the job is filled. Apply early for best consideration. Persons experiencing difficulties with the on-line application process may contact Ms. Cindy McCann at cindy.mccann@nictd.com (219-874-4221, ext 252) for assistance. Qualified applicants will be notified if selected or declined for a typing test and/or interview.

IMPORTANT NOTE – READ THIS: If you are a current employee, or if you have previously applied on line, you must FIRST contact Ms. McCann at cindy.mccann@nictd.com or (219-874-4221, ext 252) to re-set your on-line record to accept a second application.

NICTD does not accept late applications, requests for interviews, or faxed/mailed/hand delivered resumes. **NICTD IS AN EQUAL OPPORTUNITY EMPLOYER.**