

Capital Area Transit System

DEPARTMENT:	Operations
POSITION:	Vault Puller
OPENING DATE:	July 7, 2021
CLOSING DATE:	July 21, 2021
RECRUITMENT TYPE:	Internal/External

Vault Puller

Summary/Objective

This position is responsible for the proper counting, sorting and handing of coin bags weighing 50 pounds and the proper storage of pallets of boxed coin.

Essential Functions

- Work in a room within a vault with little or no exposure to outside light requirements.
- Conduct deposit verification and /or change order preparation using specialized counting equipment and procedures.
- Ability to read, count, add, subtract, write, and record numbers.
- Ability to use calculator by touch.
- Ability to bend, squat, stoop, stand, walk , lift up to 50 lbs., sit, push, and pull

- Unrestricted wrist, hand and finger dexterity.
- Performs other duties as assigned or apparent.

Qualifications

A high school graduate or equivalent (Preferred) Cashing Handling 2 years' experience.

Skills

Ability to sign and record number by hand and to make entries on records and prepare reports;
Ability to walk continuously between bins, vaults, booths, and counters;
Sort individual cargo items by routes fare boxes

Knowledge

Prepare change orders
Prepare currency, coin, and/or check deposit to send to the finance department daily
Separate currency, coin, and/or check deposits received from fare boxes

Please submit an internal application to: lshelton@brcats.com. Submittal must be received no later than Wednesday, July 21, 2021.

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