



**Luzerne County Transportation Authority**  
**315 Northampton Street, Kingston, PA 18704**

**PART-TIME CUSTOMER SERVICE REPRESENTATIVE**

**LCTA is accepting applications for a**

**Part-Time Customer Service Representative.**

**Maximum 15 hours per week flexible schedule and Saturdays 8:00-1:00 PM.**

**General Summary of Responsibilities:**

**The part-time customer service representative is responsible for assisting transportation customers with ticket sales, bus schedules, explanation of routes in person and via telephone inquiries. Other duties may include office clerical/data entry and customer complaint resolution interactions. Location of work will be Wilkes Barre Intermodal, Kingston office, and Forty Fort office.**

**Qualifications/Requirements:**

**Must successfully complete a pre-employment drug test and criminal background check  
High School Diploma or equivalency  
Strong Communication skills  
Strong Computer skills**

**If you are interested in joining our team, please stop by to fill out an application at the**

**Main Office:**

**315 Northampton Street**

**Kingston, PA 18704**

**Or send a letter of interest and resume to [jhennigan@lctabus.com](mailto:jhennigan@lctabus.com)**

**LCTA is an ADA and EEO employer.**

**Bilingual applicants and persons representing all aspect of diversity are encouraged to apply**