

Employment Opportunity

Position: Tolls – Image Reviewer

Job Status: Temporary Part-Time

Job Location: 3461 Carmen Avenue, Rancho Viejo, TX 78575

Posting Date: March 14, 2023

Website: <https://ccrma.org/about-us/about-careers/>

Closing Date: Until Filled

Salary: Hourly \$10.00

General Description

Performs, under the direction of the Toll Operations Supervisor, accurate data entry while reviewing images from cameras to assess toll for highway usage. Will review and identify license plate using provided tools. This position is subject to a three-month probation.

Responsibilities

1. Provide accurate data entry while reviewing images from cameras to assess toll for highway usage.
2. The specialist will also review and identify license plate using the provided tools and provide accurate data entry while reviewing images from cameras to assess toll for highway usage.
3. Identify the plate type and enter prefixes for all license plates for automobiles, trucks and motorcycles based on the guide provided.
4. Identify license plates from all 50 US states, Mexican license plates and Canadian license plates. A fully trained CSR is expected to identify 400-500 images per hour, while maintaining established accuracy standards.
5. Responsible to consistently check the image quality and give feedback to their supervisor to assure optimum picture quality by the cameras out in the lanes.
6. Other duties as assigned.

Requirements

1. Excellent communication skills and present a professional image.
2. Must be able to visually identify and comprehend a combination of letters and numbers from computer images.
3. Ability to enter data quickly and accurately into computer via keyboard and mouse.
4. Ability to sit and work at a computer terminal for long periods of time.
5. Must be able to visually identify and comprehend a combination of letters and numbers from computer images.
6. Must type at least 40 wpm.
7. Must be able to effectively communicate.

Experience and Education

1. High School Diploma or GED required.
2. Proficiency in Office Programs (Word, Excel, Adobe).

Benefits: The CCRMA offers fringe benefits, **based on the category of employee**, including: Retirement Plan, and paid holidays. CCRMA has a mandatory direct deposit payroll program. CCRMA is an equal opportunity employer and is in compliance with the Equal Employment Opportunity Commission.

Contact: HR Department

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