



**JOB POSTING
URR-202202-001**

Union Railroad Company – Railroad Transportation Yard Clerk

Since the late 1800's, the Transtar companies consist of a group of rail carriers have been an important component in this country's industrial development. Moving billions of tons of raw materials to manufacturing sites. Transporting finished products to market. Storing and handling bulk commodities. Providing rail transport services to hundreds of satisfied customers throughout the nation's industrial heartland.

The Railroad Transportation Yard Clerk position is an entry-level industrial clerk position within the Transportation Department of the Union Railroad Company of Transtar LLC that performs job tasks related to the observation and documentation of train and railcar movement. The Railroad Transportation Yard Clerk works indoors and outdoors in an industrial setting.

Job Responsibilities:

- Receives rail transportation orders from managers/supervisors.
- Transports train service employees between railroad transportation office and work site.
- Observes the movement of railcars and matches the car ID numbers/letters to track lists.
- Documents and notifies supervisors of discrepancies.
- Operates computer, keyboard, printer, copier, fax, telephone, radio communication equipment and writing utensils in the performance of work duties.

Job Requirements:

- High School Diploma or equivalent (GED) is required.
- Valid driver's license is required.
- Ability to walk extended distances over uneven terrain is required.
- FLEXIBILITY to work an INTERMITTENT schedule, which includes working any shift, "on call" 24 hours a day, 7 days a week.
- Ability to work overtime, weekends, and holidays is required.
- Typing 25 wpm with 75% accuracy is required.
- A minimum one year of industrial and outdoor work experience is preferred.
- One year of office clerical and/or data entry experience from a high school or vocational training curriculum or prior work assignments is required.

To apply for this position, please submit your resume via email referencing the JOB POSTING number in the subject line.

TranstarJobs@uss.com

Transtar LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status or disability status.