

Middletown, CT Job Description

Classification Title	Parking Enforcement Clerk
Job Code	
Department	Parking Department
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to assist with meter collections, issue and record violation tickets, and perform tasks needed to ensure good public use of city parking facilities.

~~The work is performed under the direction of the Director of Parking.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~• Assist with weekly collection of meter receipts and revenue collection devices.~~
- ~~• Monitors public use of parking facilities; and issues citations for violations.~~
- Monitors safety and security of public parking facilities, people and vehicles.
Reports broken meters, gates or machines.
- Assists motorists and the public, as needed. ~~;~~ Provides information and directions to motorists and pedestrians.
- ~~• Performs a variety of parking operation functions, such as access control gate arm & gate arm pin replacement, citation input, retrieval and processing; and may assist with billing functions. Prepares reports and correspondence as requested.~~
- ~~• May be requested to temporarily perform like duties of other department employees.~~
- ~~• May p~~Process~~es~~ credit card reports for tickets, meters and lots. Enters daily mail payments into computer. ;~~close out violation tickets; data input of monthly parking passes; and provides other data input, as needed~~
- ~~•~~ Enters hand written tickets into computer. Takes ticket payment over the phone. Processes deposit for cash and coin collection. Signs for Dunbar collection from tax department.
- ~~•~~ Processes monthly permit payments and makes deposits.
- ~~•~~ May provide general clerical support, as needed. Bags meters for special events. Removes bag at close of event.

Middletown, CT Job Description

Classification Title	Parking Enforcement Clerk
Job Code	
Department	Parking Department
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent ~~with one year of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relations to these computational operations.
- ~~Requires the a~~Ability to provide guidance, assistance and/or interpretation to co-workers, members of the public and others, on how to apply policies, procedures and standards to specific situations.
- ~~Requires the ability to utilize latest parking technologies including, but not limited to, handheld computers, printing devices, boots and other parking systems.~~
- ~~Requires the a~~Ability to utilize a wide variety of reference and descriptive data and information such as parking tickets, violation notices, status reports, receipts and general operating manuals.
- ~~Requires the ability to communicate orally and in writing with supervisor, parking patrons and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals. Ability to apply proper tax amount to payments~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently

Middletown, CT Job Description

Classification Title	Parking Enforcement Clerk
Job Code	
Department	Parking Department
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

Middletown, CT Job Description

Classification Title	Parking Enforcement Clerk
Job Code	
Department	Parking Department
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- ~~• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of moderately heavy objects and materials weighing twenty to fifty pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature extremes, wetness, humidity, disease, traffic hazards or violence may cause discomfort and poses a limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

Middletown, CT Job Description

Classification Title	Parking Enforcement Clerk
Job Code	
Department	Parking Department
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/10/15
Dates revised	