



## **CITY OF CALEXICO**

### **CLASS TITLE: PARKING CONTROL ASSISTANT**

**MONTHLY: \$3,314 - \$4,028**

**RANGE: G-18**

### **BASIC FUNCTION:**

Under the direction of the Parking/Traffic Supervisor, receive and process parking citations and traffic violations issued by Police Officers and Parking/Traffic Officers; perform a variety of clerical duties including maintaining records, logs and files, answering telephones and greeting and assisting visitors.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Receive, sort and process parking citations and traffic violations issued by Police Officers and Parking/Traffic Officers.

Receive and account for payments and fees; prepare and issue receipts; balance and total monies and fees collected; prepare bank deposits; prepare overdue parking citations.

Answer telephones and greet visitors; provide information and assistance to visitors; resolve issues and concerns as appropriate.

Maintain a variety of auditable records, logs and files and prepare routine reports related to assigned activities; input citations, traffic violations, meter tickets and related information into appropriate computerized database.

Type and distribute a variety of letters, lists, records, reports, memoranda and notices.

Communicate with other City departments to exchange information and coordinate services.

Operate a variety of office equipment including a cash register, copier, fax machine, calculator and computer.

Order office and citation supplies as directed; prepare purchase orders as necessary.

#### **OTHER DUTIES:**

Assemble documentation for citation case hearings as assigned.

Perform related duties as assigned.

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**Ewing Consulting Services**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Telephone techniques and etiquette.  
Record-keeping techniques.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Basic math.

**ABILITY TO:**

Learn operations, procedures, specific rules and precedents of the office.  
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.  
Answer telephones and greet the public courteously.  
Input data at an acceptable rate of speed.  
Prepare routine reports related to assigned activities.  
Meet schedules and timelines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Complete work with many interruptions.  
Operate a variety of office equipment including a computer.  
Make arithmetic computations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of general clerical experience involving record-keeping and public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information in person or on the telephone.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to read a variety of materials.