

JOB DESCRIPTION

POSITION:	PARKING & COMPLIANCE CLERK		
DEPARTMENT:	Operations		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	40	JOB CODE:	543583
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.14

DUTIES:

Reporting to the Coordinator, Parking Services, this position will be responsible for providing functional supervision to the parking enforcement staff; will ensure staff are working within Corporate Policies and Procedures, particularly Cash Handling guidelines (posting daily financial batches). Will provide support and directives to Enforcement Contractor on a daily basis. Ensure Corporate adherence to Policies and Procedures. Entering paid tickets into enforcement software to mark them paid. Daily upgrades to enforcement post orders (Stand downs, Watch for's); Daily contractor productivity reports and attendance for invoice verification. Prepare documents and process "off site" payments. Check validity of contractor's daily submitted paperwork (voids, private property vouchers, requests for supplies. Perform cashier duties as required; process Ministry of Transportation Registered Owner requests. Liaise with other divisions within the department (Signs & Markings -wrong, missing, or improper road signage; Parking Operations -vehicles with fraudulent passes). Process and distribute building mail. Support Coordinator with reports for invoice processing. Reports to higher administration questions in absence of Coordinator. Other related duties as required. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post secondary education in Law and Security or Office Administration – Legal from a Community College or Ontario Ministry of Education equivalencies;
- Must have over five (5) years of experience in a by-law or law enforcement setting;
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have effective written and oral communication skills;
- Must be capable of performing duties as assigned without constant or frequent supervision;
- Must maintain cordial relations with the public and provide a high level of customer service;
- Must be able to work in computerized environment and deal with complaints from the general public;
- Knowledge of Parking By-law 9023 will be considered an asset;
- Experience with the Amanda Computer System will be considered an asset;
- Given that this job is a new position a Physical Demands analysis will be completed with the incumbent after approximately six months of occupying the position.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.