

POSITION:

Parking Meter Attendant/Clerk

PURPOSE:

The position of Parking Meter Attendant/Clerk is primarily devoted to monitoring parking of vehicles according to the ordinances of the Borough of Lewisburg and all related activities associated with the Borough's Parking Meters.

AUTHORITY:

Reports to the Borough Secretary (and Borough Manager as needed).

RESPONSIBILITIES AND DUTIES:

Under the supervision of the Borough Secretary, performs all duties related to the enforcement of the Borough's ordinance related to parking including the issuance of tickets, the collection and processing of meter coins, and minor repair/maintenance of the parking meters. Responsibilities also include the handling parking violations in the manner provided by the ordinances of the Borough and established office practices. The Parking Meter Attendant/Clerk represents the Borough in court appearances related to parking meter violations.

GENERAL JOB DUTIES:

1. Make regular rounds of the meters to determine violations.
2. Issue parking meter tickets.
3. Enter all meter and parking violation tickets into the appropriate computer systems.
4. Reconcile daily parking violations with ticket payments received.
5. Assist office staff in answering telephones and assisting walk-in guests.
6. Take ticket complaints and payments when in office between making rounds and inspecting meters.
7. Establish a schedule for checking of meter violations with variations as to not develop a predictable pattern.

8. Check and make minor repairs to parking meters equipment as needed, and maintain a record for meter complaints.
9. Program and time the parking meters as required.
10. Handle correspondence related to parking and meter tickets.
11. Send delinquent notices on meter and parking ticket violations.
12. Type citations for unpaid meter and parking ticket violations and file at the Magistrate's office.
13. Represent the Borough in court during parking ticket violation hearings.
14. Collect and process parking meter coins per the prescribed procedures.
15. File tickets after disposition has been made.
16. Obtain license information for parking and meter violations from the Union County Communication Office and enter it into computer.
17. Record dispositions for all citations returned from the Magistrate's Office.
18. Assist with snow ordinance violations.
19. Perform other duties as assigned by the Borough Secretary or Borough Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Education - High School Degree or GED required.

Experience: Previous Parking Meter Enforcement or Law Enforcement experience is preferred, but can be trained on the job. Experience working in the public sector or municipal government a plus.

Supervisory - Train and supervise Parking employees, as required.

Physical Condition - Excellent. Must be able to walk up to eight (8) miles per day. Must be able to push a one hundred and fifty to two hundred (150 lb.-200 lb.) pound cart along sidewalks and across roadways. Must be able to lift fifty (50 lb.) pound bags of coins. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk and talk or hear. The employee is regularly required to sit, climb or balance; stoop, kneel, crouch or crawl, and smell.
2. The employee must routinely lift up to 50 pounds and push up to a 200 pound coin collection cart. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

License – Possession of a valid Pennsylvania Driver’s License shall be required.

Work Environment - The work environment characteristics 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.

1. While performing the duties of this job, the employee regularly works outside in all weather conditions and in an office environment. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles.
2. The noise level of the work environment is usually loud.

Special Skills - Basic mathematical and reading skills. Common sense and courtesy in public relations. Must be able to operate office equipment, including, but not limited to typewriter, computer, fax, copier, and radio. Must keep accurate records and possess tact, patience and a pleasant disposition in handling public relations.