

# State College Borough

## Senior Clerk, Parking

### Job Description



**REPORTS TO:** Director of Parking  
**ROLE & LEVEL:** A4

**DEPARTMENT:** Parking  
**FLSA STATUS:** Non-exempt

---

#### **WORK OBJECTIVE:**

The Senior Parking Clerk is responsible for the day to day operations of Borough parking office which includes maintaining parking records and preparing parking reports. This includes ticket records and revenue as well as rental income and other revenue from parking facilities. Position requires a complete understanding and wide application of administrative tasks associate with parking administration.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates the work schedules of staff assigned to the front counter
- Ensures that operations run smoothly with the parking office in relation to data processing, mail, printing, and records management
- Processes all incoming mail and ensures that it is delivered to the appropriate people/location
- Records data in the parking management software to include processing and reconciling payments and receipts and investigations of report variances
- Imports vehicle registration information into the applicable software system; transfers electronic citations to the Magisterial District Court on a regular basis
- Accepts cash, checks, or bankcards for payment; completes check and bank card transactions according to established procedure
- Maintains customer accounts to include preparation of monthly billing invoices; issues and reports on facility access usage, residential and commuter permits, meter coin bags, and loading zone permits
- Prepares monthly and annual activity and management reports for the parking system, to include ticket activity, rental income and meter revenue
- Analyzes parking operations, data and work methods and formulates recommendations for procedural changes, equipment improvements, and staffing needs

# State College Borough

## Senior Clerk, Parking

### Job Description



#### **Supervision:**

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Coordinates staff training; works with employees to correct deficiencies

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of relevant policies, procedures, and strategies to promote effective local parking ordinances and state parking laws
- Knowledge of automated database systems in relation to parking office management
- Skill in the use of Microsoft Office products (Word and Outlook)
- Skill in providing good customer service
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to compile information and produce reports of revenue and other financial data as needed
- Ability to effectively and efficiently use the parking management software in support of overall parking operations
- Ability to prepare written reports and promotional materials for the parking system
- Ability to communicate effectively, verbally and in writing

#### **MINIMUM QUALIFICATIONS:**

High school diploma; supplemented by two or more years of office procedures and financial accounting experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

#### **PREFERRED QUALIFICATIONS:**

- Previous parking enforcement support experience

# State College Borough Senior Clerk, Parking Job Description



## **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

## **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

## **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

**State College Borough  
Senior Clerk, Parking  
Job Description**



The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date