

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



**REPORTS TO: Director of Parking  
ROLE & LEVEL: A2**

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

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**WORK OBJECTIVE:**

The Parking Office Clerk performs clerical work necessary to process parking tickets and other parking revenue from monthly rentals, meter coin bags, and parking garage pay stations. The position requires steady contact with the public, as well as recording, reconciling and accounting for cash and other receipts. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

**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.

- Accepts payments for parking violations and permits; processes each payment through the parking management software; returns overpayments; requests balances due in cases of insufficient payments
- Greets visitors and answers telephone calls; fields questions and provides information; directs visitors and callers to other offices when appropriate; responds to voicemails and emails
- Processes and maintains records on parking tickets issued by parking enforcement personnel and on parking tickets issued by police officers
- Prepares other enforcement related correspondence; generates reminder notices and citations for unpaid tickets
- Assists with various tasks such as account closures/changes, locating financial report discrepancies, residential and employee permit management, and filing citations with the Magisterial District Courts
- Receives and processes various payments for other departments, as needed

**Supervision:**

- None

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

- Knowledge of customer service and cashiering
- Skill in the use of Microsoft Office products (Word and Outlook)
- Ability to learn the relevant policies and procedures related to local parking ordinances and state parking laws
- Ability to pay attention to details
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to handle and record financial transactions quickly and accurately and to balance cash drawer receipts
- Ability to deal with the public with tact and good judgment
- Ability to communicate effectively, verbally and in writing
- Ability to learn the cashiering functions of software for T2Flex and Tyler Cashiering.

## **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by some administrative experience; or an equivalent combination of education, certification, training, and/or experience.

**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:**

- None

## **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.

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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