City of Fullerton Invites Applications For



PARKING CONTROL AIDE

\$15.00 PER HOUR

PART-TIME – APPROXIMATELY 20-25 HOURS PER WEEK THIS IS A TEMPORARY/NON-BENEFITTED POSITION LIMITED TO 1,000 HOURS PER FISCAL YEAR

A completed City of Fullerton application and supplemental questionnaire must be submitted to the Human Resources Department. Applications will be accepted until a sufficient number of qualified applications have been received to fill existing vacancies.

POSITION

Under direct supervision patrols designated areas on foot or in a vehicle; enforces parking regulations; issues citations for violations and performs related work as required.

QUALIFICATION GUIDELINES

Knowledge of: English usage and grammar and customer service techniques.

<u>Ability to</u>: Communicate effectively orally and in writing; understand and carry out oral and written instructions; operate a computer and learn to use applicable software; establish and maintain effective relationships with those contacted in the course of work; meet the public with courtesy and tact; record, assemble and transfer data from one source to another; read and write at the level required for successful job performance; learn rules, regulations and codes applicable to the area assigned.

Education/Training/Experience:

Graduation from high school and six months of responsible public contact experience.

SPECIAL REQUIREMENTS

Valid Class C California Drivers License and acceptable driving record at time of appointment and throughout employment in this position; must be able to successfully pass a Police Department pre-employment screening process; must be able to work a flexible schedule to include nights, holidays and weekends to accommodate City needs.

EXAMPLES OF DUTIES:

Patrols an assigned area on foot and/or in a vehicle to enforce parking regulations/restrictions; issues written and computer generated parking citations for a variety of parking violations; marks tires in limited-time parking areas and issues citations for overtime parking; locates and marks vehicles for towing or impound and performs vehicle content inventories as needed; provides information to the public as needed; operates a personal computer and keyboard and/or a vehicle-mounted computer or hand-held ticketing device; operates hand-held radio equipment; writes basic reports, transfers data from one form to another and maintains written or computerized daily log reports, files and records; reports missing signs and peeling paint in parking zones; operates a vehicle on City business.

PHYSICAL REQUIREMENTS

Work is performed mainly outside on foot or in a parking enforcement or other vehicle. When work is performed outside an incumbent will be exposed to the elements. An incumbent walks for substantial periods of time and may walk on slippery/uneven surfaces, sit for periods of time and use a computer keyboard and screen. An incumbent stands and may crouch, twist, reach bend and grasp and be exposed to grease/oil, fumes, dust and vehicular traffic.

With or without reasonable accommodation, the Parking Control Aide must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

ASSESSMENT PROCEDURE Applicants must be specific and complete in describing qualifications for the position. **BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION**, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other testing instrument.

NOTE:

All new hires, including City of Fullerton non-regular employees, will be fingerprinted. Fingerprints are verified with the Department of Justice.

Parking Control Aide is an at-will position without any vested property rights.

All employment offers, including appointment offers to City of Fullerton employees, are conditional based upon the successful completion of a medical examination performed by the City's designated physician, at City expense. Medical exams are administered to assess an individual's ability to perform the physical requirements of this position.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United

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States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

City of Fullerton employees are registered as Disaster Service Workers. If a disaster occurs in the City, employees may be designated to work in any emergency assignment during disaster relief operations.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit <u>www.cityoffullerton.com</u> for a complete class specification

