

POSITION: PARKING VIOLATIONS CASHIER**JOB POSTING #:****DEPARTMENT:** Operations**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543113**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:** 1**GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$21.80 - \$25.62 per hour**HOURS OF WORK:** 40

DUTIES:

Reporting to the Supervisor, Compliance & Enforcement – Mobile, or designate, accepts payments of Parking Infraction Notice fines and balances cash daily; retrieves, sorts, and files Certificates for Parking Infractions and Parking Infraction Notices, appropriate vehicle ownership delivers all pertinent court documentation; liaises with Provincial Courts, Windsor Police and other related agencies; responds to telephone and counter inquiries; maintains and compiles statistics and reports using personal computer; prepares and accurately types correspondence and/or documents pertaining to fine payments, requests for trial, appeals and other related matters; issues parking permits; downloads parking ticket information from handheld computerized units, cashiering system, Ministry of Transportation, Michigan Department of State, etc. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalencies
- Must have over six (6) months experience in a computerized office environment utilizing the Microsoft Suite of Products;
- Must have a typing speed of 50 w.p.m;
- Must have proven organizational skills;
- Must have excellent communication and customer service skills;
- Must maintain amiable relations with the public and fellow employees;
- Experience with the Amanda Computer System will be considered an asset.
- Must be able to lift up to 20 lbs.

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 am to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on April 30, 2014