

POSITION: PARKING VIOLATIONS CLERK**JOB POSTING #:****DEPARTMENT:** Operations**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543115**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.09**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$21.77 to \$25.64 per hour**HOURS PER WEEK:** 40

DUTIES:

Reporting to the Supervisor of Compliance and Enforcement, the incumbent will be responsible for reviewing disputes about parking tickets in accordance with the Corporate Policy and Directive for Cancelling and Reducing Tickets. Will prepare Court documents and Court Dockets for trial purposes and check parking tickets for accuracy. Will respond to various parking inquiries and complaints from the public. Will use a database to facilitate convictions and appeals up to and including plate denial. Will promote good public relations and provide education to the public regarding the Provincial Offences Act, Parking Bylaw 9023 and parking enforcement procedures, as required. Occupational Health and Safety duties as outlined in the Corporate Health & Safety program. Perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one year post secondary education in law and security or Office Administration – Legal or Ontario Ministry of Education equivalencies
- Must have over one (1) year experience in bylaw or law enforcement
- Must have effective written and oral communication skills
- Must be capable of performing duties as assigned without constant or frequent supervision
- Must maintain cordial relations with the public and provide a high level of customer service
- Must be able to work in a computerized environment and deal with complaints from the general public
- Knowledge of Parking By-law 9023 will be considered an asset

POSTING SPECIFICS:

Posting Period:

- at 8:30 AM to 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 June 18, 2010