

JOB DESCRIPTION

POSITION:	PARKING VIOLATIONS CASHIER		
DEPARTMENT:	Operations		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	40	JOB CODE:	543113
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.08

DUTIES:

Reporting to the Parking Services Coordinator, this position 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 and 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. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in a computerized office environment utilizing the Microsoft Suite of Products;
- Must have a typing speed of 40 wpm;
- 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;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.