

Job Posting #:

Job Title: PARKING VIOLATIONS CASHIER - 543113

Department: Operations

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

**DUTIES AND RESPONSIBILITIES:**

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;
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**WORKING CONDITIONS:**

Shift Work Req'd: Error! No document variable supplied.

**PHYSICAL REQUIREMENTS:**

The physical demands analysis associated with this job indicates a sedentary level of work.

**POSTING SPECIFICS:**

Who May Apply:

Current employees of the Human Resources Department. 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

Update:

By Human Resources on February 1, 2017.

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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.