

JOB DESCRIPTION

POSITION:	PARKING VIOLATIONS REVIEW CLERK		
DEPARTMENT:	Operations	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543115
HOURS OF WORK:	40	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Parking Services Coordinator, this position will be responsible for reviewing disputes about parking tickets in accordance with the Corporate Policy and Directive for Cancelling and Reducing Tickets. Will schedule requests for in person hearings and gather submitted paperwork for evidence. Completes screening reviews for individuals who are disputing parking tickets; prepare hearing dockets for trial, checks tickets for accuracy and cancels if incorrect. Will respond to various public inquiries and complaint through telephone inquiries. 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 plus one (1) year of post secondary education in Law and Security or Office Administration – Legal from a Community College or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in bylaw or law enforcement;
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- 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 computerized environment and deal with complaints from the general public;
- Knowledge of Parking By-law 9023 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.