

Job Posting #:

Job Title: PARKING VIOLATIONS REVIEW CLERK - 543115

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 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;
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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.

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.