



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** PT Parking Enforcement Specialist/Admin.      **Prepared Date:** 12/2013  
**Department:** Parking      **Approved By:** Elsa Jaramillo-Velez  
**Classification:** 0717      Patrick G. Salerno  
**Pay grade:** \$14.83 per hour



### Summary

Performs varied, specialized clerical work according to established procedures. Responsible for light bookkeeping, light accounts payable/receivable and customer service duties. Responsibilities include assisting public at customer service window, data entry, and records maintenance. Manage Promise to Pay notices, citations for past due payments, valet citations and other enforcement related administrative tasks. Work is assigned and reviewed under the general guidance of a supervisor.

### Essential Duties and Responsibilities

Assists public and other departments by answering questions, acquiring information, providing general assistance, receives complaints and resolves problems.

Performs cashier duties including but not limited to selling parking permits and meter bags and accepting payments for parking tickets.

Posts and maintains journal ledgers and other records. Runs required reports to summarize, track, verify, reconcile and balance data.

Acts as administrative support for Enforcement Division, may deposit cashiered facility revenues and processes Promise to Pay paperwork as well as associated citations.

Balances tickets with journal and logs all data in the collection receipt book.

Processes invoices for payment. Verifies information, approvals and codes. Processes billings.

Researches and compiles data. Calculates figures.

Performs a variety of clerical duties to include data entry, maintaining records and files, answering phones. Operates computer, calculator and other office equipment.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of departmental operations, policies and procedures, rules and regulations. Knowledge of the principles and practices of accounts receivable, accounts payable, bookkeeping, and cashiering. Ability to make arithmetic computations and tabulations. Ability to maintain detailed records, conduct research and compile data into reports. Ability to operate computer, calculator and other office equipment. Ability to communicate effectively with management, co-workers, the public and City officials. Good written and oral communications skills are necessary.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Education and Experience**

High school diploma or equivalent.

Coursework in accounting or bookkeeping.

Minimum two years of relevant experience in accounts receivable, accounts payable or cashiering