

# PARKING CHECKER

*The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

**THE PURPOSE:** The Parking Checker is responsible for enforcing all parking and abandoned auto regulations under the direction of the Parking Enforcement Supervisor.

## **ESSENTIAL FUNCTIONS:**

- Provide information to citizens as needed.
- Report violation of laws to Milwaukee Police Department when necessary.
- Recover stolen automobiles and report to Milwaukee Police Department as appropriate.
- Issue citations.
- Investigate abandoned automobiles.
- Testify in court when necessary.
- Process vehicles for towing.
- Complete written reports on job-related activities.
- Provide traffic control at accident or incident scenes as directed.
- Provide school-crossing control as assigned.
- Perform other duties as assigned.

**CONDITIONS OF EMPLOYMENT:** This position is essential to a 24-hour, 365-day operation. **Incumbents will be assigned primarily to 3<sup>rd</sup> shift.** The person in this position must be able to perform work outdoors from an assigned vehicle or foot patrol in an assigned area in all types of weather and on all shifts to include weekends and holidays.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS:**

1. Valid driver's license and a good driving record. **Driving records will be checked prior to job offer.**
2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

## **DESIRABLE QUALIFICATIONS:**

- Associate's degree in Business Administration, Criminal Justice or a closely related field from an accredited college or technical college; and one year of experience related to Essential Functions for this position.

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Oral communication skills.
- Customer service skills; ability to represent the City of Milwaukee positively and to interact with the public, including ones who are upset, in a tactful and professional manner.
- Ability to pay special attention to detail.
- Ability to interpret and enforce parking rules and regulations.
- Ability to work independently and diligently.
- Ability to recognize city streets, names, locations, and boundaries.
- Ability to operate city equipment safely.
- Ability to monitor traffic to ensure safe condition while working.
- Ability to solve job-related problems independently.
- Ability to write clear and concise reports.
- Ability to perform work outdoors from an assigned vehicle or foot patrol in an assigned area in all types of weather and on all shifts to include weekends and holidays.

- Ability to recognize and identify makes and models of vehicles.
- Computer keyboarding skills and the ability to learn and use departmental software applications.

**THE CURRENT SALARY RANGE (6GN) is:** \$29,592 to \$35,831 annually.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **July 6, 2012**. *Receipt of applications may be discontinued at any time after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.*

**APPLICATIONS** and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E. Wells St, Room 706, Milwaukee, WI 53202-3554, by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.

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