



Job Specification

Job Title: Parking Enforcement Attendant
BCAT Code: 810X BE
Pay Grade: G06

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Inspects all vehicles parked on campus or lots leased by GSU for valid parking permit; writes enforcement notices as to ticketing, booting and towing. Provides oral or written communications on enforcement to the appropriate personnel.

Examples of Duties

- Operates a hand held computer for the purpose of issuing parking citations.
- Patrols GSU parking facilities and /or lots leased by GSU.
- Downloads citations issued in the computer.
- Assists the GSU Police Officers when necessary.
- Assists with towing and booting automobiles on GSU parking lots.
- Assists in with various citations collections efforts as directed by the Parking Operations Manager.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to communicate effectively verbally and in writing.
- Must be able to work under inclement weather conditions.
- Must be able to walk the parking facilities and be able to direct and advise customers.
- Must be able to lift at least 25 pounds.
- Must be able to operate some parking equipment.

Minimum GSU Hiring Standards

High school diploma or GED and two years of customer service experience. Must be able to operate a hand held computer and/or other comparable computer software and a cash register. Must be able to work various shifts (day, evening, nights, holidays and weekends).

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.