



**Job Specification**

**Job Title: Parking Services Attendant II**  
**BCAT Code: 810X BJ**  
**Pay Grade: G08**

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

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**General Description**

Provides customer service sales and information to the University community. Assists in the operation of parking decks, lots as well as any other duties assigned at the parking areas on and off campus. May serve as a lead worker.

**Examples of Duties**

- Operates a cash register and/or comparable computer with reconciliation drawer.
- Collects payments from parking customers on campus and properly distributes change and receipts to customers.
- Reconciles cash, tickets, and reports on a daily basis.
- Provides information, direction, and assistance to parkers in the University community, which includes students, faculty, staff, visitors, guests, contractors, and VIP guests.
- Cleans work area around parking areas and booth.
- Assists the Auxiliary Services office with special projects and operational transactions, including special events.
- Assists GSU parking enforcement personnel and GSU police.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Skill in accurately reconciling cash, tickets, receipts, and complete shift reports.
- Skill and ability in computer/cash register equipment.
- Skill in performing basic mathematical computations.
- Ability to communicate effectively verbally and in writing.
- Ability to read and interpret military time and rate tickets.

**Minimum GSU Hiring Standards**

High school diploma or GED and two years experience.

*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.*