Job Title: Parking Enforcement Attendant

BCAT Code: 093X22           Effective Date: April 1, 2007
Pay Grade: G06   FLSA Status: Non-Exempt   Revision Date: July 1, 2013

General Description
Inspects all vehicles parked on campus or lots leased by Georgia State University for valid parking permits; writes enforcement notices, such as ticketing, booting and towing.

Examples of Duties
- Communicates the parking enforcement verbally or in writing to the appropriate personnel.
- Operates a handheld computer for the purpose of issuing parking citations.
- Patrols Georgia State University (GSU) parking facilities and/or lots leased by GSU.
- Downloads citations issued in the computer.
- Assists GSU Public Safety Officers and Security Guards as needed.
- Assists with towing and booting automobiles on GSU parking lots.
- Assists with various citation collection efforts as directed by the Parking Operations Manager.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Ability to work under inclement weather conditions.
- Ability to walk the parking facilities.
- Ability to direct and advise customers.
- Ability to operate parking equipment.
- Ability to lift at least 25 pounds.
- Ability to communicate effectively verbally and in writing.
- Ability to operate a handheld computer, and/or comparable computer equipment, and a cash register.
- Ability to work various shifts, such as day, evening, nights, holidays, and weekends.

Minimum GSU Hiring Standards
High school diploma or GED and two years of customer service 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.