Job Title: Parking Services Attendant I

BCAT Code: 093X23
Pay Grade: G06 FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Assists in the operation of parking decks and lots, and performs other duties assigned at on and off campus parking areas, providing customer service and information to the University community.

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

Knowledge, Skills and Abilities
- Knowledge of computer and cash register equipment.
- Knowledge of basic mathematical computations.
- Ability to reconcile cash, tickets, and receipts.
- Ability to complete shift reports.
- 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 one year of related 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.