

PARKING GARAGE ATTENDANT

PURPOSE AND NATURE OF WORK

This is specialized clerical and janitorial work involved in the general operation and maintenance of the parking garage. Work involves collection of parking fees and cleaning the garage and adjacent city properties.

General supervision is received from the Parking Garage Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Operates a machine that calculates parking charges and produces a charge ticket.
Collects parking fees and tickets from customer, based on charges for time automobile is parked.
Counts money, balances cash drawer, and keeps daily record of tickets and cash received.
Operates a sweeper and large vacuum in cleaning the garage. Patrols area to prevent thefts from parked automobiles.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of business arithmetic.
Knowledge of modern office practices and equipment as related to receiving and accounting for cash.
Some knowledge of the operation and care of an adding machine and related office equipment.
Ability and willingness to perform janitorial tasks.
Ability to understand and carry out oral and written instructions.
Ability to maintain a pleasant and cooperative attitude toward the general public and other employees.
Ability to make decisions concerning parking transactions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school; some experience in the operation of an adding machine and similar equipment; experience as a cashier or related work involving considerable public contact; or any combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana driver's license.