

## PARKING LOT ATTENDANT

### DISTINGUISHING FEATURES OF THE CLASS:

This is routine and repetitive work involving collecting parking charges in a parking area and reporting any irregularities. Work is performed under general supervision.

### TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Collects parking fee from customer based on charges for time automobile is parked;
2. Patrols area to prevent thefts from parked automobiles;
3. Directs automobiles to parking space or points out parking space for customer's use;
4. Provides directions to customers;
5. Receives and addresses parking lot customers' complaints and provides general information;
6. Fills ticket machine and examines machine jams;
7. Performs minor cleaning activities, including keeping booth clean and picking up trash and hazards in the parking lot;
8. Manually operates gates as required;
9. May provide general assistance to those servicing the parking lots;
10. When assigned to the County Office Building may perform reception duties, including providing routine information concerning procedures and services, answering phones, scheduling appointments, referring callers to appropriate staff, taking detailed messages and checking people in.

### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of simple arithmetic in order to calculate fees and make change;  
Knowledge of local area in order to provide directions;  
Ability to get along well with the public;  
Ability to understand and carry out routine oral and written instruction;  
Ability to write legibly;  
Ability to work outdoors under all weather conditions;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

None

SV9407

REVISED: 01/01/78 07/10/01  
02/03/89 09/21/20