



## **City of Phoenix METER COLLECTION CLERK**

**JOB CODE 01290**

Effective Date: Rev. 04/10

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to empty parking meters in the downtown and outlying areas a majority of the incumbent's time. For the remaining (approximately one-quarter of the) time, employees perform a variety of clerical/accounting assignments such as operating a computer to update address changes and process payments. The routine work of this classification is performed according to established procedures with initial immediate supervision, but with decreased supervision as experience and proficiency is gained until the standardized work routine is performed with some degree of independence. Work is reviewed by an Accountant II for accuracy, reliability, speed, and ability to deal with the public.

### **ESSENTIAL FUNCTIONS:**

- Empties parking meter coin boxes into mobile canister;
- Works closely with Street Transportation Department, Traffic Engineering Section to communicate information regarding broken meters;
- Observes for change in volume of coins to guard against theft through use of meter keys;
- Updates financial records and prepares routine reports and statements;
- Balances daily collection of money, counts for accuracy, issues receipts, prepares reports;
- Files and retrieves hardcopy and/or electronic information;
- Accesses, navigates, and performs on-line updates to automated mainframe applications and utilizes various computer applications;
- Creates and updates files, records, statistical logs and other documents with current information and verifies information for accuracy;
- Develops basic letters, memos, and reports on a daily, weekly, and monthly basis;
- Operates office equipment including copy machine, calculator, computer, cash register, switchboard, facsimile machine, and credit card terminal;
- Compiles accounting statistics for reports;
- Prepares routine weekly and monthly financial reports;
- Operates office equipment such as cash registers, calculators, keyboard devices, microfilm and microfiche reader/printers, and copiers;



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- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Modern office methods, practices, and equipment.
- Basic bookkeeping practices.
- Office terminology, procedures, and conduct.
- Computer programs such as Microsoft Word, Excel.
- Parking meter locations.

Ability to:

- Communicate orally in the English language with co-workers, customers, and the public using a telephone and two-way radio and in group, face-to-face, and one-on-one settings.
- Work cooperatively with other employees, customers, and the public.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Understand and read street maps and visual aids.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Make precise arm-hand positioning movements and maintain static, continuous, or repetitive arm-hand position.
- Walk over rough, uneven, or rocky surfaces.
- Perform arithmetical computations quickly and accurately.
- Move objects weighing more than 50 pounds distances more than 20 feet.
- Understand and follow oral and written instructions.
- Work in a variety of weather conditions with exposure to the elements.
- Operate a variety of office equipment.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver license, and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.



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- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

One year of clerical experience, supplemented by courses in bookkeeping. Other combinations of experience and education that meet the minimum qualification may be substituted.