

Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-475-5640

Posting Date: March 18, 2024
Posting Removal Date: April 1, 2024
POSITION: Parking Clerk
DEPARTMENT: Parking Department
HOURS OF WORK: Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM;
Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.
SALARY: \$1,029.57 - \$1,243.59 (CAF 7) Parking Union Affiliated Position

BASIC FUNCTION: Parking Clerk responds to and makes decisions on parking ticket appeals, maintains permitting process, and provides administrative support to Parking Director. Work is performed in a busy customer service environment handling both verbal and written correspondence from the public. Position requires superior communication and interpersonal skills to respond to a variety of parking related queries politely and courteously.

SUPERVISION: Works under the direct supervision of Parking Director.

RESPONSIBILITIES:

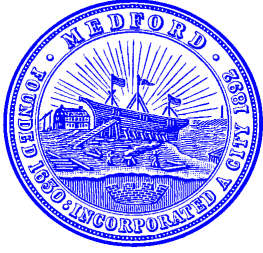
- Adjudicate parking ticket appeals based on the various City Ordinances and Traffic Parking Regulations within the City of Medford.
- Maintain online permit parking system, and any work associated with providing service to the public.
- Communicate information to the public concerning the legal parking of vehicles.
- Perform or coordinate site visits throughout the City to verify parking signage and parking meter locations, and the condition of the infrastructure as it applies to the appeals in the queue.
- Support Parking Director with relevant data collection and administrative needs.
- Bookkeeping as needed to maintain accurate balances on Parking Department accounts.
- Performs other related duties as required.

EDUCATION & EXPERIENCE:

High School diploma or GED. Minimum of at least one year of experience working for municipality parking department with two or more years of experience working in an office environment.

KNOWLEDGE, SKILLS & ABILITIES:

Proficiency in use of Microsoft Office suite including Word, Excel, and PowerPoint applications.
Strong interpersonal customer service and communication skills. Ability to perform routine updating of parking website.



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PHYSICAL REQUIREMENT:

While performing the duties of this position, an employee is regularly required to sit, talk, or hear, in person and by telephone, use hands to finger, handle, feel or operate standard office equipment, (such as calculators, copiers, typewriters, fax and personal computers) and reach with hands and arms. Moderate physical effort required when conducting field duties under typical conditions. Vision and hearing at or correctable to normal ranges.

WORK ENVIRONMENT:

The work environment is in a standard indoor office environment. The noise level in the work environment is usually low to moderate.

ADDRESS ALL COVER LETTERS AND RESUMES TO

**Personnel Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.