

- Basic grammar, punctuation, and arithmetic.
- Public relations protocol.
- Procedures and precautions related to safe operation of vehicles and familiarity with California driving laws.

Ability to:

- Obtain and record accurate information.
- Work independently.
- Establish and maintain effective working relationships with others.
- Acquire a working knowledge of various laws and codes.
- Cope with emotionally tense situations and deal tactfully and effectively with the public.
- Communicate clearly and concisely orally and in writing.
- Work shifts or irregular duty assignments as scheduled.
- Learn the geography of the City and location of various City departments and parking facilities.
- Drive a vehicle safely and defensively.
- Stand and walk for long periods of time outdoors in various weather conditions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or satisfactory equivalent.

Experience: A minimum of six months experience in public contact work.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid, California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Parking Control Representative

TO: Senior Parking Control Representative