



The City Beautiful

City of Coral Gables Job Description

Job Title: Parking Cashier
Department: Parking
Classification: 0707
Pay grade: 10C
FLSA: Non- Exempt

Prepared Date: 6/07
Approved By:
Approved By:

Summary

Cash handling work involving the rapid and accurate completion of transactions receiving money from the public in City Parking Garages. Must be extremely careful and accurate in calculating and returning change to customers. Accuracy of work is checked through comparison of cash with receipts and other controls. Work is performed within the guidelines of policies and procedures established by the supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Informs parkers of fees.

Receives cash payments and parking garage tickets from parkers.

Operates computerized cash register to determine fees and change.

Closes out bank. Totals and balances the cash and tickets received. Secures cash deposit.

Opens and closes parking lot and prepares gate machine for operation.

Unlocks and lowers barrier chains.

Removes gate machine cover and lowers gate.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of cashiering. Knowledge of department procedures for the receiving and accounting of cash. Ability to make rapid and accurate basic math computations. Ability to reconcile money and maintain records. Ability to work without direct supervision. Ability to establish and maintain effective working relationships with the general public, co-workers, Officials, and other employees. Good organizational and verbal communication skills are necessary.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a cash register and other cash receipts equipment, personal computer, calculator, copiers and fax machines. Work is performed in a small space within a garage. Exposure to extreme temperature/weather is common. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Minimum of one (1) year related experience.