

CITY OF WATERBURY
CURRENTLY ACCEPTING APPLICATIONS FOR

TEMPORARY
RAMP GARAGE ATTENDANT

Salary: \$12.18 / hr

Work Schedule: 4 Hour Shifts, Monday-Friday

Duration: Up to six months

Location: Municipal Parking Garages

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand Street, Waterbury, CT 06702 & must be in our office by 4:50 p.m. on:

JUNE 21, 2011

EXAMPLES OF WORK: *(Illustrative only)*

Inserts parking ticket in time clock to record time of exit; Compute amount of money due; Collects and records on cash register; Responsible for cash balances and receipts which must agree with cash register tape; Sells and validates monthly parking tickets; Deposits money received and pertinent receipts with Police Department after each shift; Maintains necessary records on fees collected, time of exit, monthly parkers and other records as required; Refills ticket spitter machines, corrects jams in ticket spitter machine and cash register, makes minor adjustments to ticket spitter and get machines; Sweeps, mops and generally cleans tickets booth as required; Inspects ramp garages for vehicles left overnight; Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Preferably some experience in the operation of a cash register; ability to handle money and make change correctly and rapidly; ability to keep simple records and make reports; some mechanical aptitude desirable; ability to deal with the general public; honesty; good appearance, reliability; good physical condition.

ACCEPTABLE EXPERIENCE & TRAINING:

Preferably some experience as a cashier or in position involving the handling of money and completion of the tenth (10th) grade; or any combination of experience and training which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

All candidates must successfully pass a thorough **background check**.

IN ORDER TO BE CONSIDERED FOR THIS POSITION:

*Please complete **a pink application** for temporary employment.*