



JOB VACANCY ANNOUNCEMENT

Job Title: Processing Specialist I

Department: Taxi & Limousine Division

Number of Vacancies: One or more

Employment Type: Full-Time

Representation: AFSCME, District Council 47

Salary Range: A7, \$41,234 - \$55,180

Posting Period: Tuesday, November 10, 2020 – Monday, November 16, 2020 (Internal Posting Only)

Persons Eligible:

Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months and have satisfactorily completed their probationary period for the position currently held. Applicants must meet the minimum requirements. Employees currently on the Excessive Use of Sick Leave list will not be considered for this position.

General Description:

The Authority is looking for an individual to assist the Taxicab and Limousine Division's (TLD) Enforcement Department with inspection operations.

Principal Duties:

Processing Specialists in the TLD's Enforcement Department schedule taxicab, limousine and TNC inspections, receive driver documents, prepare folders, accept inspection payments, track results & failures, issue return inspection dates, data entry, record & file and control PPA inspection stickers.

Required Knowledge, Skills and Abilities:

Written Comprehension - understanding written sentences and paragraphs.

Written Expression - using English words or sentences in writing so that other will understand.

Written Expression - using English words or sentences in writing so that other will understand. **Problem Sensitivity** - being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem

Number Facility - adding, subtracting, multiplying and dividing quickly and correctly.

Deductive Reasoning - applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

Inductive Reasoning - combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

Information Ordering - following correctly a rule or set of rules or actions in a certain order. The rules or set of

rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

Working Hours: During normal business hours, Monday through Friday.

Minimum Acceptable Training, Experience, and Education:

- High School Diploma or GED required
- Computer competency: ability to learn and navigate through the TLD's database (TLA) and other software such as E-TIMS, AutoProcess and meter systems. Proficiency in the Microsoft Office, customer service skills, public speaking and organizational skills.
- Associates degree in a related field or equivalent experience is preferred.

SELECTION CRITERIA:

50% - ASSESSMENT TEST, (COMPUTERIZED)

35% - ORAL INTERVIEW,

05% - ATTENDANCE,

10% - LATEST ANNUAL PERFORMANCE EVALUATION

***PLEASE VISIT THE PHILADELPHIA PARKING AUTHORITY'S WEBSITE TO REVIEW THE TAXICAB AND LIMOUSINE REGULATIONS:**

[HTTP://WWW.PHILAPARK.ORG/RESOURCES-AND-FORMS/](http://www.philapark.org/resources-and-forms/)

APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. APPLICANTS WHO ACHIEVE A COMBINED SCORE OF 36 POINTS FROM THE ASSESSMENT TEST, EMPLOYEE EVALUATION AND ATTENDANCE, BASED ON THE WEIGHT EACH CATEGORY IS GIVEN, WILL BE INVITED TO THE ORAL INTERVIEW PHASE OF THE PROCESS. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 WILL BE PLACED ON THE ELIGIBILITY LIST.

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE SUBMIT RESUME TO:

**HUMAN RESOURCES DEPARTMENT
PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA PA 19106**