



JOB VACANCY ANNOUNCEMENT

Job Title: Administrative Clerk

Department: Communications

Number of Vacancies: One or more

Employment Type: Full-Time

Representation: District Council 33

Salary Range: \$32,287 – \$40,236

Posting Period: Tuesday, April 20, 2021 – Monday, May 3, 2021 (Internal Posting)

Persons Eligible:

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

General Description:

The Authority is looking for one (1) or more Administrative Clerk who will assist in the daily operation of the Communications department. The Clerk answers Police calls, PPA sick line, incoming landline phone calls, and maintain Boot and Tow information within the DLMS and Autoprocess programs. ***This position is considered essential personnel and operates 24 hours/7 days a week, 365 days a year. The Applicant must be able to work nights, weekends, and holidays.***

Principal Duties:

- Answering phone
- Data entry

Required Knowledge, Skills and Abilities:

- Attention to Detail
- Basic typing skills
- Basic computer Skills
- Customer Service Skills
- Ability to sit for long periods of time

***Working Hours:** TBD

Minimum Acceptable Training, Experience, and Education:

- High School Diploma or Equivalent

Working Hours: Schedule: TBD

Selection Process:

50% - ASSESSMENT TEST, (COMPUTERIZED)

35% - ORAL INTERVIEW,

05% - ATTENDANCE,

10% - LATEST ANNUAL PERFORMANCE EVALUATION.

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 EMAIL RESUME/APPLICATION TO:

HUMAN RESOURCES DEPARTMENT

PPAJOBAPPS@PHILAPARK.ORG