

Parking Control Assistant

Job Code: 3521

Salary Grade: S05

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Serves in the areas of parking control and enforcement, information dissemination, dispatch and/or related parking issues. Performs similar tasks requiring some organizational skill and decision making abilities in regards to the application of prescribed procedures and established standards.

- Enforces parking regulations through contact with public and issues parking citations and impounding of vehicles as necessary.
- Monitors established traffic control points to control pedestrian and vehicular traffic. May perform traffic control and/or security function for special events.
- Responds to complaints or summons a supervisor or a police officer, as appropriate.
- Responds to emergencies. May include calling for medical assistance or assisting police officers in controlling an emergency situation.
- Assists with emptying parking meters and pay stations.
- May take statements from the public for purposes of police investigation.
- Operates communications equipment, including telephone and two-way radio. Regular contact by telephone or in person with other departments or the public.
- May serve as dispatcher, operating radio system and gate access control systems.
- May perform clerical functions as assigned, to include but not limited to maintaining records, indexes and files, and computer data entry.
- Assists other departmental work units during slack periods.
- Uses established safety practices to protect health and safety of personnel and property.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED.

Experience:

Required: 12 months customer service/contact experience.

Certifications or Licenses:

- Valid Oklahoma Driver's license to drive university vehicles or ability to obtain within 30 days of the hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Excellent driving record
- Basic computer and math skills
- Customer service skills

Working Conditions

Physical:

Good physical condition. Standing and walking all day. Ability to navigate uneven terrain stepping onto and off of curbs. Stooping, climbing, bending and lifting up to 50 lbs. to 100 lbs.

Environmental:

Exposure to extreme temperatures and outdoor work in all seasons. Will wear and maintain uniforms and work shift work.

Printed Date: 06/08/2026