VACANCY ANNOUNCEMENT

Job Title: Clerk, Coordinator

Department: Taxi & Limousine Division **–** Office of the Clerk

Representation: Non-Represented

Salary Range: A6**,** $48,204 – 60,255

Posting Period: Wednesday, October 2, 2019 – Tuesday, October 15, 2019 (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 the probationary period for the position currently held.

General Description:
The Clerk is with whom pleadings and other documents are filed at the Taxicab and Limousine Division ("TLD") and with whom official records are kept pursuant to TLD regulations. The Clerk is responsible for the creation and implementation of all adjudication proceedings including scheduling hearings, acting as the TLD prothonotary, entering all dispositions maintains all dockets.

Principal Duties:

- **General Filings required to be filed and Processed by the Clerk:**
    - Citation Complaints (52 Pa. Code 1005.13)
    - Hearing Request Forms (52 Pa. Code 1005.12)
    - Notice of appearance or withdrawal (52 Pa. Code 1001.24)
    - Continuance request (52 Pa. Code 1001.15)
    - Petitions for Interim Emergency Relief (52 Pa. Code 1003.21)
    - Petitions for Appeal (52 Pa. Code 1003.13)
    - Notice of Intent to Present Electronic Testimony Witness (52 Pa. Code 1005.114(b)(1)(i)
    - Waiver Petitions (52 Pa. Code 1001.101)
    - Process Out-of-Service Designations (52 Pa. Code 1003.31)
    - Formal complaints filed by the Enforcement Department. (52 Pa. Code 1105.12)
    - Informal complaints filed by the Enforcement Department. (52 Pa. Code 1105.12)
    - Briefs (52 Pa. Code 1005.191)
    - Applications (52 Pa. Code 1003.51)
    - Protests (52 Pa. Code 1003.54)
    - Transcript Request (52 Pa. Code 1005.124(a))

    - **Scheduling:**
    - Creating the monthly court schedule which includes processing, emailing and mailing out all necessary paperwork. (52 Pa. Code 1001.51)
    - Processing the weekly court calendar for TLD Trial Counsel and Adjudication Department. (52 Pa. Code 1005.82)
    - Process and scheduling all continuance requests which consists of contacting the Respondent or Opposing Counsel and issuing the Hearing Officer's Order. (52 Pa. Code 1001.15)
    - Issue Notices for posting in the Pennsylvania Bulletin. (52 Pa. Code 1005.81)

- **Miscellaneous:**
    - Processing/Docketing all payments for citations and/or Orders. (52 Pa. Code 1001.5 (c)
    - Request for citations to be issued by the Enforcement Department.
    - Process all return request for postage, email or citations that were returned as undeliverable.
    - Entering all information into TLA for accurate records for each Respondent or Petitioner which would be available for viewing.
    - Track 15 day pay/appeal period for every citation issued.
    - Issue reminder letters on a weekly basis informing the citation holder that failure to take immediate action will result in the entry of a default order as to the Citation and the penalty; along with any suspension or revocation identified in the Citation will be imposed.
    - Court appearances for the "Failure to Appear" – taking the stand to verify the proper notice was served upon the Respondent/Petitioner. (52 Pa. 1005.113)
    - Process Change of Contact Information Form for any driver or company who changes their address, phone number or email address. (52 Pa. Code 1021.14)
    - Process requests to the Adjudication Department for issuance of default orders. (52 Pa. 1005.13 (c)

    - Report monthly totals to the Manager consisting of: driver citation hearing request received, owner citation hearing request received, driver certification denial appeals, and refunds issued.
    - Process refund request to the Director for collateral returns.
    - Issue and Process citation cancellations from Enforcement Department.
- **Medallion Sales by the Authority**
    - Accept and process medallion bid prior to sale. (52 Pa. Code 1013.31-37)
    - The Clerk maintains a docket of each medallion bid. Each bid is assigned a docket number.
- **Live Stop Hearings** (The proceedings are held pursuant to the General Rules of Administrative Practice and Procedure, Title 1 of the Pennsylvania Code-General Provisions, Part II General Rules of Administrative Practice and Procedure, 1 Pa. Code 31.1 et al)
    - Administer the filings, procedures and hearings conducted for the administrative review concerning the refund of towing and impoundment fees for vehicles confiscated pursuant to Philadelphia's live stop program.
    - The Clerk maintains a docket of each live stop hearing request. Each request is assigned a docket number.
    - Schedule live stop hearings which includes processing, emailing and mailing out all necessary paperwork.
    - Entering all court dispositions from Hearing Officer's Opinions and Orders.

Required Knowledge, Skills and Abilities:

- Understanding of TLD regulations, analytical skills, advanced computer competency, customer service skills, interpersonal communication, strong organization skills, math competency, and understanding of basic legal practice and procedure.

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

Minimum Acceptable Training, Experience, and Education:

- Bachelor's degree, paralegal or business law degree required or 3 years equivalent of legal secretarial experience.

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/**

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:
MR. DARRYL WHITE, DEPUTY MANAGER
HUMAN RESOURCES DEPARTMENT
PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA PA 19106