



## VACANCY ANNOUNCEMENT

**Job Title: Administrative Clerk**

**Department: Communications**

**Union: District Council 33**

**Salary Range: \$30,434 - \$37,926**

**Posting Period: Wednesday January 30, 2019 –Tuesday, February 12, 2019 (Internal Posting Only)**

### **Persons Eligible:**

Current employees of the Philadelphia Parking Authority who have been employed by the Authority and in their current position at least six months.

### **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, enters Boot and Tow information into the Etims system and verify information and make necessary corrections. This position is essential and operates 24 hours/7 days a week, 365 days a year. Applicant must be able to work nights, weekends, and holidays.

### **Required Knowledge, Skills and Abilities:**

- Attention to Detail
- Basic Computer Skills
- Customer Service Skills

### **Working Hours: TBD**

### **Minimum Acceptable Training, Experience, and Education:**

- High School Diploma or Equivalent

### **SELECTION CRITERIA:**

TESTING: YES

TESTING CRITERIA:

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 OR HIGHER 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**