**Definition of Class**
This is a non-supervisory position in which the incumbent assists in the registration of vehicles; assessment of traffic fines on campus; processes decal requests and prepares billing; serves as customer service representative.

**Examples of Work Performed**
Oversees front counter including assisting public relations by providing information about university and related matters to faculty, staff, students, and the general public.

Gathers and receives information from SAP, ARMS, and National Crime Information Center (NCIC) for processing decal information.

Reviews citations and determines whether they should be processed or dismissed; prepares credit memos.

Assists in preparation of parking guide annually.

Prepares billing from special decal sales and vehicle registration.

Issues special parking, vendor, and visitor passes as needed.

Assists in the preparation of internal audits for decals and verifies information on error reports.

Serves on the faculty/staff appeals board.

Supervises and assigns work to student employees for counter and ticket processing.

Answers general questions of the public, answers questions and resolves conflicts relating to vehicle registration and parking.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides information to faculty, staff, students, and the general public.
2. Processes citations and decals.
3. Issues decals and prepares billing.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

Experience/Educational Requirements:

Education: Graduation from a standard four-year high school or equivalent (GED).

AND

Experience: One (1) year of experience related to the above described duties.

Licensure: Must have a valid State of Mississippi driver’s license within first thirty (30) days of employment.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.