

University of Northern Iowa

Clerk III (05710-ME4)

DEPARTMENT:	Public Safety
LOCATION:	Gilchrist Hall
APPLICATION DEADLINE:	11/10/09

Salary

PAY GRADE:	08
MINIMUM HOURLY WAGE:	\$13.72
POSITION FUNDING:	Parking Funds

Work Schedule

APPOINTMENT TYPE:	Full time, 12 months
SCHEDULE:	Monday - Friday, 10:00 a.m. - 6:30 p.m. with variation during summer and semester breaks.
SHIFT:	First Shift

Job Details

PRIMARY FUNCTION:

Under general supervision, performs customer service duties for parking operations; sorts, distributes, and drafts correspondence; reviews and corrects daily parking violation reports; prepares and sets up cash drawer for daily operation and balances receipts with cash drawer; responds to questions by phone regarding parking, permits, fines, U-bill, and payroll transfers and general parking questions and policy issues; verifies departmental timesheets and submits records to Payroll Department; and performs other related duties as requested.

POSITION REQUIREMENTS:

Any combination of related clerical office experience, related undergraduate education, and/or post high school clerical training that is the equivalent of two years of full-time employment.

PREFERRED QUALIFICATIONS: .

Application Process

Application may be obtained by downloading at:

http://www.vpaf.uni.edu/hrs/employ/merit/documents/merit_application.pdf

A hard copy Merit application is available at:

Human Resource Services

027 Gilchrist Hall, UNI

Cedar Falls, IA.

Phone: 319-273-2422

Fax: 319-273-2927

URL: www.uni.edu UNI is a smoke free campus.

Criminal and other relevant background checks required.

Application must be received by 5:00 p.m. on Tuesday, November 10, 2009.