

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **PARKING CONTROL AIDE**

Class Code: N1098

FLSA Code: N/E (Non-Exempt)

Pay Range: 02

## **JOB SUMMARY**

Under general supervision, patrols campus parking areas and issues Parking Violation Notices.

## **PRIMARY DUTIES**

1. Issues parking violation notices for vehicles not conforming to established campus parking regulations.
2. Patrols regulated metered parking area on foot or in assigned vehicles.
3. Checks vehicle license plate and permit numbers against outstanding citation and other specific factor lists.
4. Notifies proper authorities of vandalism crime, and or suspicious persons in an expedient fashion.
5. Prepares written incident reports of campus activities whenever warranted.
6. Assists in the training of new Parking Control Aides.
7. Reports abandoned vehicles, through base operations, to campus for removal.
8. Monitors traffic flow and directs traffic.
9. Assists with Special Events parking.
10. Appears in court to testify in cases when parking violation notices are appealed.

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**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Ability to learn and interpret campus parking regulations and established procedures; to learn the physical layout of the institution; to read, write and follow oral and written instructions; to interact effectively with the general public; to perform assigned duties under adverse weather conditions; to perform extensive standing, walking; to communicate effectively; to operate two way radios and telephones.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine ability to perform the job.