



**City of Salisbury  
Field Operations Department  
Parking Revenue Clerk**

Full Time \$25,935 - \$28,073 Full Benefits

**Essential Functions:** Performs a broad range of clerical, accounting and administrative functions which includes; issuing parking permits, processing payments; notifying customers of changes in facility availability or unusual parking disruptions; processes parking tickets; prepares documentation for court related parking ticket disputes; serves as the Motor Vehicle Administration liaison; performs regular upkeep of parking module; serves as a backup Parking Supervisor with ability to operate parking garage computer programs; perform basic meter repair and meter collections; Collects and works with the Finance department to process weekly coin deposits; Creates and maintains filing systems for reports and the tracking of responses to external and internal requests. Must be able to perform the duties of a Parking Enforcement Officer to issue parking violation citations; provide court testimony as necessary; Promotes good community relations by being courteous, friendly, tactful and helpful to public.

**Requirements:** HS Diploma or G.E.D. Computer bookkeeping software experience; accounting, reconciling, and general administrative skills. Must be polite and courteous.

**Closing Date:** Open Until Filled

**Apply:** online to [www.salisbury.md/apply](http://www.salisbury.md/apply), please be sure to **attach resume and cover letter**

City of Salisbury  
Human Resources Department  
125 N. Division Street  
Salisbury, Maryland 21801  
410-548-1065 FAX: 410-548-3748  
Web site: [www.salisbury.md](http://www.salisbury.md)  
Email: [jobs@salisbury.md](mailto:jobs@salisbury.md)

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