

**PARKING ATTENDANT**

**Nature of Work:** Under general supervision, controls parking and provides information to the public and employees. Work is performed mainly outdoors and involves long periods of standing and exposure to all types of weather. Performs related work as required.

**Examples of Work**

Regulates parking on the governor's drive and assigned parking area; monitors metered parking areas use.  
Monitors two hour metered parking area use.  
Monitors assigned employee and reserved parking spaces; ensures buses use assigned places.  
Directs public and delivery vehicles to available parking spaces.  
Greets public and provides directions to various agencies, departments and meetings.  
Gives information to tourists concerning interstates, the Capitol Complex, and points of interest.

**Knowledge, Skills And Abilities**

Knowledge of the location of the various agencies, departments, and special meetings in the Capitol Complex.  
Knowledge of the various areas in the different lots in order to know where to send buses, delivery trucks, visitors and vendors.  
Ability to give clear directions and information to the public and employees.  
Ability to stand for long periods of time in all kinds of weather.  
Ability to keep simple records.

**Minimum Qualifications**

**Training:** Education equivalent to completion of the eighth (8) grade.

**Substitution:** Experience as described below may substitute for two years of the required training.

**Experience:** Two years of full-time or equivalent part-time paid experience involving public contact.

Established: 9/19/90  
Revised: 9/28/98  
Effective: 9/28/98