

University of Houston – Clear Lake

Position Description

Job Title: **Citation Clerk**

Job Code: **5211**

Pay Grade: **040**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	One year customer service skills, office skills, accuracy and attention to detail.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Manage entire citation process. Receive and perform accounting for all fine payments. Provide assistance to students, faculty, staff and visitors in understanding citation process, requirements and fines. Provide clerical support to police department management and staff, which includes data collection, filing of reports and special projects. Assist dispatchers as required in performing miscellaneous duties, which include answering heavy phone traffic, and relating to property security.

Duties and responsibilities	% Time
Manage entire citation process including: initial processing of issued citations to identify owner; complete required forms; enter information into database; monitor fine payments and prepare overdue fine notification correspondence; encumber records if final deadline is not met; support Appeals Committee meeting preparation, administration and decision processing; receive and perform accounting for fine payments.	50
Assist dispatchers as required in performing miscellaneous duties relating to property security including: issuing all forms of parking permits to students, faculty, staff and vendors; verification of signature requirements for and issuance of keys; issuing PAN Codes; recording receipt and return of Lost and Found property; issuing parking entrance transmitters, and; collecting information for and completing Lost Parking Permit Reports, and Lost Key Reports; verifying property removal information and completing required forms; answering heavy phone traffic; use of Dispatch CAD, TLETS and crime information computers.	30
Provide assistance to students, faculty, staff and visitors in understanding citation process, requirements and fines, as well as general information about university facilities and procedures.	10
Provide clerical support to police department administration by collecting, entering and submitting data.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.

Testing Requirements: Typing, Word and Excel.