

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 06/29/2021

**Response Deadline:** 07/08/2021

*\*resumes accepted until position is filled*

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| <b>Agency:</b> Butler County Commissioners   | <b>Job Title:</b> Part Time Garage Attendant   |
| <b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/> | <b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>         | <b>Salary:</b> \$12.18 - \$16.80 per hour  |
| <b>Work Location:</b> 315 High Street Hamilton Ohio  | <b>Hours of Work:</b> Flexible part time schedule not to exceed 28 hours per week          |

**Essential Functions:**

Operates exit booth; takes tickets; receives payments; makes change; prints or writes receipts when requested by customers; takes authorized validation receipts, verifies authenticity, and allows vehicles to leave facility; and collects fees from reserved parking tenants.

Performs daily balancing of cash register receipts; delivers receipts and collections to county-designated offices or individuals; safeguards collections and follows county-specified safety procedures; and prepares daily and monthly reports as required.

Performs limited patrols of garage to identify and prepare reports of unauthorized occupancy; sets and repositions vehicle safety cones to allow for efficient traffic movement; and performs daily pick up and sweep of debris.

Notifies law enforcement authorities or Commission employees of any irregularities or problems in operation of the parking garage; and performs conversion procedures to prepare garage for unattended use during non-business hours.

Maintains organized files and records of operation of parking garage.

May assist in mail room functions in accordance with the operational needs of the County.

**Required Qualifications:**

Completion of sufficient education to perform the essential functions of the position; completion of high school education or equivalent preferred; ability to operate cash register; to make change rapidly and accurately, and to perform light janitorial activities.

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter and Resume:**

Butler County Commissioners Personnel Office

315 High Street, Suite 640

Hamilton, OH 45011

[resumes@bcoho.us](mailto:resumes@bcoho.us)

(indicate job title in subject line)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**