Parking Services Agent II
Parking Department
University of Illinois at Urbana-Champaign

A Parking Services Agent II performs parking enforcement duties on a campus. They work under general supervision of a Parking Services Agent III or other designated supervisor.

A Parking Services Agent II typically –
1. May provide escort services to parking areas upon request.
2. Provides jump-starts, unlocks vehicles, and changes/inflates flat tires, within established guidelines and following proper procedures.
3. Inspects for and reports on the physical components of the parking facility, including surface conditions, curbing, drainage facilities, lighting, signage, etc.
4. May issue limited parking permits and routine parking permits for visitors and/or patients.
5. May recommend and coordinate towing of vehicles parked in violation of parking regulations.
6. Collects and reports data (such as usage of parking areas, lot occupancy, or number of citations issued) for surveys or management statistics as determined by the supervisor; may research, review, and/or document citation appeals.
7. Regulates traffic into and out of parking facilities in light of appropriate traffic patterns as required.
8. May supervise, assign work to, and/or train lower level parking service personnel (such as student assistants).
9. May assist with routine maintenance and routine collection of parking revenue.
10. Performs duties of the lower level of this series.
11. Performs other related duties as assigned.

Minimum Qualifications:
1. High school graduation or equivalent.
2. Possession of a valid and current State of Illinois driver’s license.
3. No record of conviction of a felony or a crime involving moral turpitude.
4. Six (6) months of experience in parking enforcement and/or motorist assistance/service activities.

For more information about this classification: https://www.succs.illinois.gov/documents/ClassSpecs/htm/spec0559.htm

This Parking Services Agent II position is a 100%-time, benefits-eligible civil service position. The work schedule is Monday – Friday, 9:30 a.m. to 6:00 p.m. (40 hours per week, 12 months per year). The minimum salary is $17.62 per hour.

Application Procedures:
To apply, submit a Civil Service application at jobs.illinois.edu and an exam request form for Parking Services Agent II. Documents such as college transcripts (unofficial are accepted), resumes, driver’s license (copy of both sides), professional licenses, and certifications should be uploaded to the application by the time you submit an exam request, as these documents may be required for your exam.

Do not apply if you are a current employee working in this classification. Current employees may request to be added to the Transfer List.

Please monitor your email (including spam or junk mail) for testing and other correspondence from SHR-TESTING@mx.illinois.edu and shr@uillinois.edu.

For further information regarding application procedures, contact Staff Human Resources at 217-333-2137 or jobs@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Other pre-employment assessments may be required, depending on the classification of Civil Service employment.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO. To learn more about the University’s commitment to diversity, please visit http://www.inclusiveillinois.illinois.edu.

Posted: 02/12/19 – 02/18/19