

## **PARKING CONFIDENTIAL ACCOUNT CLERK**

The Parking Division in the Transportation Department serves the parking needs of the community; provides long-term planning to meet future needs to support and encourage economic growth and stability in concert with residential parking needs in the downtown area in a self-supporting manner for facilities expansion, maintenance, and operation of all parking facilities; and monitors public parking meters, ramps, lots, towing zones, and parking availability and locations. We are seeking interested applicants for our full time Confidential Account Clerk to perform clerical, cashier, customer service work, and administrative tasks; and to apply bookkeeping principles to maintain accounting, budget, payroll and fiscal records. Possession of a high school diploma or its equivalent; and general office administrative or customer service experience is required. The City of Dubuque offers \$18.81-\$24.60 per hour, plus a competitive benefits package which includes paid parental leave, health and dental insurance, flexible spending options, a defined benefit retirement plan, tuition reimbursement, student loan debt reduction and/or student loan forgiveness. If interested in joining our team, go to: [www.cityofdubuque.org/jobs](http://www.cityofdubuque.org/jobs) and apply by October 9, 2022. Inquiries may be directed to the Human Resources Department by calling (563) 589-4125 or emailing [humanresources@cityofdubuque.org](mailto:humanresources@cityofdubuque.org). EOE

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### **Human Resources Use Only:**

Only applications submitted via the electronic City of Dubuque process will be considered.

Please place the above employment ad in the Sunday, 10/2/2022 Telegraph Herald. Please use the standard 1/4 page ad template as provided by the city of Dubuque. Please include the Diversity Package. Please provide price confirmation and proof prior to publication. Thank you Kecia Dougherty 563-581-2557, [kdougher@cityofdubuque.org](mailto:kdougher@cityofdubuque.org)