



## REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY

### **Automated Enforcement Technician (Full-Time) Monday to Friday 8:00am to 4:30pm**

The Revenue Authority of Prince George's County is seeking an **Automated Enforcement Technician** to perform a wide variety of administrative functions including support services to the Prince George's County Automated Enforcement Program, general office, record management and correspondence with the public by phone and letters pertaining to violations. The incumbent will have considerable degree of independent judgment and action in accordance with departmental policies, rules, and regulations.

The Revenue Authority of Prince George is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other Prince George's County agencies.

#### **Responsibilities include but are not limited to:**

- Assists management with day-to-day operations of Prince George's County Automated Enforcement Programs as well as special projects within the Automated Enforcement Program.
- Reviews and subsequently approves or rejects Automated Enforcement Program camera violations, generated by Red-Light cameras, Speed cameras, and School Bus cameras.
- Appears in court to represent the program if citations are contested.
- Responds to telephone inquiries/complaints concerning citations issued by the Automated Enforcement Programs.
- Answers incoming calls and correspondence regarding complaints, payments.
- Proactively reviews account history and provides motorist with detailed information.
- Assists with searching files and other sources as necessary, compiles information for meetings, specific projects or research activities, and statistical reports
- Performs other tasks and duties which may not be specifically listed in the position description, but which are within the general occupational category and responsibilities

#### **Qualifications/Skills Required:**

- Required High school diploma or G.E.D. certificate.
- Two (2) + years of clerical/administrative experience in a customer service environment
- Must be able to lift up to 15 pounds.
- Knowledge of Microsoft Office suite (including MS Word, Excel, and PowerPoint).

- Ability to establish and maintain effective working relationships with employees, Board Members, county officials, District Court, State Attorney, Motor Vehicle Administration, vendors and the public.

### **Why Should You Join Our Team**

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, Employee Assistance Program services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclId=19000101\\_000001&jobId=565947&lang=en\\_US&source=EN](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclId=19000101_000001&jobId=565947&lang=en_US&source=EN)

### **Conditions of Employment**

**Must successfully complete background check**

#### **Eligibility to Work**

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

### **Closing Date**

Open until filled.

**Pay**

\$ 23.00/hour Non- Exempt Eligible for Overtime