

PARKING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Work requires patrolling an assigned route, checking parking meters and restricted parking areas. Duties include the issuance of tickets for standing traffic violations and furnishing of information to the general public. Employees in this class are not members of the uniformed police department. Incumbents are required to wear a prescribed uniform type of clothing, but not a police uniform, and they do not perform general police duties. Work is performed under direct supervision of a town or village official. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols an assigned route of parking meters and restricted parking areas in a motorized vehicle or on foot;
Observes parking meter violations and other standing traffic violations, and issues tickets on all such violations;
Observes and issues tickets for any obvious parking violations such as unauthorized parking at a bus stop or at a loading zone;
Advises and provides explanation to car operators as to the reason for issuance of tickets;
Observes and reports locations of meters out of order or in need of repair;
Informs the public as to the location of private and public parking facilities and provides related information;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of geography of the municipality and the location of private and public parking facilities; ability to enforce the ordinances and regulations with firmness and tact; ability to keep simple practical records; ability to express themselves clearly and concisely orally; ability to learn the procedures and regulations involved in the enforcement of the parking ordinances and other standing violations; tact.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a comparable diploma.

SPECIAL REQUIREMENTS:

1. Candidates must not be less than 18 years of age.
2. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.