

Jurisdictional Class: Competitive
Adopted: April 5, 1977
Revised: June 11, 2010

PARKING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is routine patrol and enforcement work of a non-police nature. The duties center on enforcement of parking regulations and also include meter repair, pedestrian crossing, and other traffic control and messenger work. The work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. The work involves extensive outdoor activities exposing the incumbent to varying weather conditions. Since the incumbent may issue appearance tickets, the consequence of his/her actions may be serious, making sound judgments a prime requisite of the position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols municipal streets and parking lot areas to detect parking violations, including illegal parking, overtime parking, expired meters, and blocking of hydrants;
Issues appearance tickets for non-moving traffic violations;
Answers questions for and directs visitors and general public;
Performs a variety of clerical work in connection with the duties of the position including the preparation and filing of daily activity reports, the logging of violations, and mailing of preprinted notices to parking violators;
Collects, rolls, posts, and makes bank deposits of money from parking fines and/or parking meters;
Inspects parking meters for proper operation and makes repairs as needed;
May be required to appear in court regarding parking violations and summonses;
May be required to serve summonses for municipal police court;
Acts as courier for municipal officials including carrying mail to post office and deposits to banks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the geography of the municipality;
Thorough knowledge of the location of prominent public and private facilities within and near the municipality;
Ability to repair and replace parking meters;
Ability to be firm yet courteous with the public;
Ability to read and interpret State Motor Vehicle and Traffic Law and other state and local laws, ordinances, and regulations;
Ability to gain general knowledge of municipal parking and traffic regulations;
Ability to keep a variety of written records;
Ability to write legibly;
Ability to express oneself clearly and concisely;
Sound judgment.

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

NOTE: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.