

Jurisdictional Class: Competitive
Adopted: April 25, 1996
Revised: June 11, 2010

PARKING ENFORCEMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is routine patrol and enforcement work of a non-police nature. The duties involve responsibility for assisting in enforcing parking regulations where the motor vehicle is not in motion and issuing tickets for violations in accordance with City ordinances. The work involves extensive outdoor activities exposing the incumbent to varying weather conditions. The work is performed under the general supervision of the on-duty Police Lieutenant. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the police officers in patrolling assigned areas of the city;
Continuously tours the downtown area to determine time duration of parked cars and issues appearance tickets to offenders for illegal and overtime parking;
Advises drivers tactfully as to reasons of issuance of parking violation tickets;
Observes and reports improper and/or missing signs to the appropriate department;
Provides information to the public concerning location of public and private parking facilities;
May be required to appear in court regarding parking violations and summonses;
May be required to assist the police lieutenant in the daily logging of issued tickets, notices of unpaid tickets, and issuance of court summonses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the geography of the city and location of public and private parking facilities;
Working knowledge of Motor Vehicle Law and local ordinances as they relate to parking violations;
Ability to deal with the public and express oneself clearly and concisely;
Ability to keep simple records;
Ability to understand and carry out oral and written instructions;
Ability to walk and stand for extended periods of time;
Ability to use good judgment in the parking enforcement field;
Willingness to work out-of-doors, occasionally under adverse weather conditions.

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