

PARKING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for patrolling parking lots and other assigned parking areas for the enforcement of all standing traffic laws and ordinances. The work requires the issuance of tickets to motorists committing standing violations, however, incumbents do not perform general police duties. Incumbents may be required to act as crossing guards for school children, the aged, or at busy intersections. Supervision of others is not generally a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Patrols assigned parking areas to detect violators of regulations; Issues tickets for violations of parking regulations, or for any offense involving a vehicle not in motion; Tactfully advises car operators as to reason for issuance of tickets; Informs the public as to the location of private and public parking facilities; On occasion, may be required to appear in court regarding parking violations; Prepares activity reports and performs miscellaneous tasks; May act as a crossing guard as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the geography of the city or village and the location of parking facilities; ability to learn the procedures and regulations involved in the enforcement of Local Parking Ordinances and the New York State Vehicle and Traffic Law in relation to standing violations; ability to enforce ordinances and regulations with firmness and tact; ability to keep simple records; ability to express oneself orally and in writing in clear and intelligible language; ability to write legibly; ability to understand and carry out moderately complex and written instructions; good judgement; mental alertness; dependability; good powers of observation and memory; honesty; initiative; good physical condition to permit walking long distances and working under unfavorable weather conditions.

MINIMUM QUALIFICATIONS:

None

Revised 3/22/89: 6/12/08