

PARKING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility to make routine foot patrols for enforcing parking regulations where the motor vehicle is not in motion, issuing tickets for violations in accordance with the municipalities ordinances, and completing required paperwork in connection with violations. Since this position involves extensive out-of-doors activities, an incumbent is exposed to varying weather conditions. The work is performed under general supervision. A Parking Enforcement Officer does related work as required.

TYPICAL WORK ACTIVITIES:

- Patrols assigned route and checks street and parking lots to detect parking ordinance violators;
- Tours downtown area to determine duration of parked cars and issues appearance tickets to offenders for illegal and overtime parking;
- Logs parking violations and performs assorted duties in connection therewith;
- Advises drivers tactfully as to reasons of issuance of parking violation tickets;
- 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the 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 records and prepare reports; ability to understand and carry out oral and written instructions; ability to walk and stand for extended periods of time; ability to use good judgement in the parking enforcement field; ability to understand and interpret legal passages; willingness to work out-of-doors, occasionally under adverse weather conditions; physical condition commensurate with the demands of the position.

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

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 2/20/91
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