



Parking Enforcement Officer

Job Specification
Classification: Competitive
Level: 1 of 1

DISTINGUISHING FEATURES OF THE CLASS: This is the stand-alone classification for enforcing parking and providing traffic related support. Responsibilities include patrolling parking areas to enforce parking regulations; directing traffic at required events or areas; assisting businesses with parking issues; inputting parking tickets into computer system; and providing clerical assistance as needed in the Records Room. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Patrols parking areas; monitor vehicle parking around downtown Watertown and surrounding parking lots; responds to and issues citations for parking violations.
- Delivers mail and office supplies between Police Department and all other city and county courts and offices.
- Answers questions and provide information to the general public; provides directions and assistance to the public; refers complaints or inquiries to appropriate department; maintains positive relations with citizens.
- Processes the sealing of court orders and incident and arrest reports.
- Inputs and processes a variety of citations and corresponding information; ensures accuracy of violation citation description and related information.
- Directs traffic when required; ensures safe crossing of pedestrians at appropriate places.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- City parking rules and regulations;
- City geography and street and parking locations;
- Principles and procedures of record keeping for citations;
- Modern office equipment including computers;
- Pertinent state, and local laws, codes and regulations;

Ability to:

- Respond to requests and inquiries from the general public;
- Understand and follow oral and written instructions;
- Use a computer and applicable software applications;
- Operate assigned equipment for making citations;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and 2 years of customer service and / or clerical experience.

DRIVER'S LICENSE REQUIREMENT- Must possess and maintain a valid NYS Driver's License.

Classification history:

Adopted: 11/15/2005

Revised: 3/20/2012; 2/18/2014; 7/15/2014