

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ENFORCEMENT TECHNICIAN **GRADE:** 9

TITLE ABBREVIATION: ENFORC TECH **TITLE NO.:** 563720

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: EMERGENCY SERVICES **DIVISION:** POLICE

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER OF EMERG SVS- POLICE LIAISON SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position identifies motor vehicles that illegally pass stopped school buses. This employee will review online video footage from a third-party vendor and determine whether a vehicle has violated the law under the Orange County School Bus Stop-Arm Camera Enforcement Program. This employee will be required to understand state laws and regulations regarding school bus safety and approve citations given through the third party. Work is performed under the general supervision of the Deputy Commissioner of Emergency Services-Police Liaison Services and is performed in accordance with established office policies with wide latitude for independent judgment in carrying out the work assignment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews evidence packages produced by a third-party vendor of online video footage and determines whether a vehicle has violated the law, by passing the stopped school bus;

Identifies, analyzes and approves citations produced by a third-party;

Ensures all evidence packages are reviewed with accuracy and in a timely manner;

Understands and interprets school bus laws and regulations in Orange County;

Performs data entry to open and close files;

Monitors files or cases for receipt of necessary forms/documentation;

Prepares, formats, completes required forms and reports both in writing and in database programs on a computer;

Obtains and gives out information by telephone or email correspondence;

Uses office equipment such as copiers, fax machines, scanners, and computer applications when performing tasks.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State, and local laws regarding school bus stop-arm safety; ability to use a personal computer to analyze large amounts of video data, analyze statistics and write reports; ability to deal effectively with the public; ability to prepare reports; ability to establish effective working relationships with others; ability to communicate both orally and in writing; ability to pay attention to detail; analytical ability; good judgement in solving complex events and incidents; patience; courtesy; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) college credits; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in law enforcement.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver's license.

Adopted 6/15/24