

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PARKING ENFORCEMENT OFFICER

TITLE #: 1452

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the enforcement of parking regulations by issuing summonses while patrolling streets and parking areas, generally on foot. Patrols an assigned area to insure that parked vehicles are not in violation of local ordinances and New York State Vehicle and Traffic Law and issues summonses to those vehicles found in violation. Employees in this class do not have general police powers. The incumbent may assist as a school crossing guard. Work is performed in accordance with prescribed routine and under the general direction of the officer in charge of the traffic unit. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols an assigned area and checks for parking meter violations and to insure that vehicles are not in violation of ordinances and NYS Vehicle and Traffic Law;

Issues summonses for violations observed, including use of handicapped spaces without proper certification and parking in no-parking zones;

Inspects parking meters for damage, tampering or defective operation and reports if meters need repair;

Tactfully advises drivers as to the reasons for issuance of summonses;

Provides information to the public concerning location of private and public parking facilities;

Prepares periodic reports on activities and submits records to the traffic violations bureau;

Performs incidental clerical tasks as needed;

Collects coins from parking meters; delivers coins; sort coins and deposits money;

Prepares for and gives testimony in local traffic court;

When assigned, acts as school crossing guard, assisting children at intersections;

May repair or unjam meters;

May operate a motor vehicle in the performance of duties.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local ordinances governing parking and parking meters; working knowledge of local geography and the location of the more important private and public parking facilities; ability to keep accurate records and reports; ability to follow oral and written instructions; ability to learn the procedures and regulations involved in the enforcement of the parking ordinances and other standing violations; ability to deal with the public in a courteous and tactful manner; dependability; physical condition commensurate with the demands of the position.

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

NOTE: Possession of a valid driver's license.

JURISDICTIONAL CLASS: Competitive; Non-competitive when part-time among Towns and Villages.

REVISED: 08/08/13 dp