

PARKING CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This is routine and repetitive work involving responsibility for detecting parking violations. Employees of this class are authorized to issue tickets for such violations. The class does not involve general police duties. Ordinarily the work is carried on by walking patrol of an assigned route where parked cars are checked for possible violations. An assigned area may involve several tours during the course of a shift. Work is performed under the direct supervision of a Police Officer.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Patrols an assigned route of parking areas by car and on foot, making several tours a day;
2. Observes parking violations and other standing traffic violations, and issues tickets for all the violations;
3. Observes and issues tickets for any obvious parking violations such as unauthorized parking at a bus stop or at a loading zone;
4. Tactfully advises car operators as to the reason for issuance of tickets;
5. Informs the public as to the location of private and public parking facilities;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the Motor Vehicle Law and City ordinances; working knowledge of the geography of the municipality and location of parking facilities; ability to understand and follow oral and written instructions; ability to maintain neat and legible records; ability to communicate effectively, both orally and in writing; dependability; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver license is required.

SV9413

ADOPTED: 06/12/92

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