

PARKING ENFORCEMENT OFFICER

DEPARTMENT: Tioga County Municipalities
CLASSIFICATION: Competitive
SALARY GRADE: Varies by location
ADOPTED: 10/7/71; Reviewed 04/13, Revised 02/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for detecting parking violations in the municipality assigned. Employees of this class are authorized to issue tickets for such violations. Employees in this class are required to wear prescribed uniform type of clothing but do not perform general police duties. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Walks or drives an assigned district of parking spaces or a parking zone making several tours daily;
- Issues tickets for violations of parking regulations or for any offense involving a vehicle not in motion;
- Tactfully advises vehicle operators as to the reasons for issuance of tickets;
- Observes and reports locations of parking signs in need of repair;
- Informs the public as to the location of public and private parking facilities;
- Reports serious defects in streets and related facilities requiring attention;
- Makes notification to code enforcement or law enforcement of any non-parking concerns observed while on duty;
- May be required to appear in court regarding parking violations;
- Makes daily reports of activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Working knowledge of the geography of the municipality and location of more important public and private parking facilities; ability to learn the procedures and regulations involved in the enforcement of parking ordinances and the Motor Vehicle Law in relation to standing violations; ability to express oneself clearly and concisely; ability to understand and carry out ordinary written and oral directions; ability to write legibly; 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 Class D driver's license at the time of appointment. License must be maintained continuously during employment.