

## **PARKING ENFORCEMENT OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the issuance of summonses for expired parking meters, expired registrations and/or inspections, and any other approved parking violations. An employee in this position may issue summonses for infractions of littering and defacement of public property, but does not have general police powers. Work is performed in accordance with a prescribed routine and under general direction of a higher employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Patrols assigned areas throughout the municipality and checks for expired parking meters and other approved parking violations;

Issues summonses for expired parking meters and other approved parking violations;

Issues summonses for expired registrations and/or inspections;

Checks to see if parking meters are functioning properly and reports if meters need repair;

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

Demonstrates a professional appearance/manner and must not present themselves as police officers;

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

Appears for court on a mandatory basis when notified;

Turns in issued summonses to the Treasurer on a daily basis;

Makes periodic reports of activities and gives them to the Treasurer as required;

May issue summonses for littering and defacement of public property;

May operate a motor vehicle in the performance of duties

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS;**

Good knowledge of local ordinances governing parking and parking meters; working knowledge of local geography and location of the more important private and public parking facilities; ability to keep simple records; ability to follow oral and written instructions; ability to deal with the public in a courteous and tactful manner; ability to operate a motor vehicle; neat appearance; dependability; honesty; integrity; 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:** For positions which require the operation of a motor vehicle: Possession of a valid New York State driver license is required at time of appointment.

ULSTER COUNTY  
4660 PRK ENF OF  
Classification: Competitive  
4661 PK EN O PT  
Classification: Non-Competitive  
OA

Adopted: January 31, 1978  
Revised: July 17, 1990  
Revised: October 11, 1996  
Revised: August 9, 2002  
Revised: September 19, 2008