

PARKING ENFORCEMENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work which involves the enforcement of parking regulations by issuing parking tickets while patrolling streets and parking areas, generally on foot. The work requires frequent contact with the public. Incumbents may also be required to issue summonses for obvious violations of the local litter-control codes, although they will not enforce the New York State Uniform Building and Fire Code. This is not a peace officer position. Supervision is received from a Police Chief, Parking Authority Chairperson or Supervisor, Parking Enforcement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols streets and municipal parking lots to observe parked cars for compliance with regulations;
Issues summonses to parking violators;
Explains parking regulations and assists the public with destination directions;
Checks meters in response to complaints;
Maintains simple records pertaining to work performed;
May maintain file of summonses issued and/or prepare court calendar of such summonses;
May verify car owners from license numbers and follow up delinquent violators by form letter;
May collect parking meter fees;
May enter tickets into computer;
May issue summonses for obvious violations of local litter-control codes;
May identify and arrange for towing of scofflaw vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local geography; good knowledge of verbal English; ability to deal effectively with the public; ability to distinguish common makes and models of cars and to distinguish colors; clerical aptitude; attentiveness to accuracy and detail.

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

NOTES:

1. Academic or vocational training or work experience involving public contact may be substituted for education on a year-for-year basis.
2. In a jurisdiction where possession of a driver's license is necessary to perform the duties, the appointing authority is responsible to make sure that candidates for the job are appropriately licensed.