

GENESEE COUNTY

PARKING ENFORCEMENT AGENT

DISTINGUISHING FEATURES OF THE CLASS: This is routine work, involving responsibility for observing traffic and parking violations where the motor vehicle is not in motion. These employees are required to wear a uniform, but do not perform general police officer duties. Employees in this class, work under the supervision of the Chief of Police or his designee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols assigned areas, to detect violations of parking ordinances, or other standing violations; Issues parking violation tickets by preparing prescribed forms and leaving same on vehicle in violation;

Informs motorists as to location of parking areas;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Working knowledge of the geography of the municipality, and of the location of the prominent parking areas therein; ability to learn and procedures and regulations involved in the enforcement of the municipal parking ordinances and the New York State Vehicle and traffic Law, in relation to standing violations; ability to deal with the public with firmness and tact; ability to keep simple records; good judgment; mental alertness; honesty; initiative; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school, or possession of an equivalency diploma; possession of a New York State Driver's License.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Non-Competitive (PT)

Revised 3/26/03
Revised 7/11/12