

PARKING ENFORCEMENT OFFICER/SCHOOL CROSSING GUARD

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Police Chief (or other high level Police Department personnel), an incumbent in this class patrols an assigned district during a specified period for the enforcement of all standing traffic laws and ordinances and parking violations, and issues summonses for such violations. Incumbents are also responsible for furnishing information regarding standing traffic laws and parking violations to the general public. During the hours when children are entering and leaving school, an incumbent in this class is also responsible for directing and protecting children in crossing traffic intersections at an assigned post. Incumbents are required to wear a prescribed uniform type of clothing (not a police uniform), but do not perform general police duties and are not members of the uniformed police department. Supervision is not a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Patrols an assigned route of parking meters and restricted parking areas in a motorized vehicle or on foot;

Observes parking meter violations and other standing traffic violations, and issues tickets for all such violations;

Observes and issues tickets for any obvious parking violations such as unauthorized parking at a bus stop or at a loading zone;

Tactfully advises car operators as to the reason for issuance of tickets;

Observes and reports locations of meters out of order or in need of repair;

Informs the public as to the location of private and public parking facilities and furnishes public information;

Stops traffic at crosswalks near school for the safety of school children only;

Assists children crossing street going to and returning from school;

Instructs younger children in the precautions to be taken when crossing the street;

May collect coins from the parking meters in a prescribed area by use of a locked coin collection cart;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the geography of the municipality and the location of private and public parking facilities; ability to enforce the ordinances and regulations with firmness and tact; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to keep simple practical records; ability to orally communicate clearly and concisely; ability to learn the procedures and regulations involved in the enforcement of the parking ordinances and other standing violations; some knowledge of first aid methods; ability to be firm yet courteous with the public; ability to get along with children; ability to think and act quickly in emergencies; ability to read, write, speak, understand, and communicate in English sufficiently

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (cont'd.):

to perform the essential duties of the position; good powers of observation; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment.