

Department: Village of Lake Placid

SPEC

DISK D6

Classification: Competitive

DOCUMENT 7

"Seasonal" - Non-Competitive \*

\* Pending SCS Approval

#### PARKING ENFORCEMENT OFFICER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for patrolling metered parking lots and enforcing other traffic and parking violations where the motor vehicle involved is not in motion. The work requires the issuance of tickets to motorists committing such violations. These employees do not perform general police duties; however, employees in this class may be required to act as crossing guards for school children, the aged, or at busy intersections. The work normally involves patrolling an assigned route checking parking meters, making several tours each day. Supervision is received from the Chief of Police or a ranking Police Officer. Supervision of others is not generally a responsibility of this position. Does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols assigned parking areas to detect violators of regulations;  
Issues tickets for violation of parking regulations, or for any offense involving a vehicle not in motion;  
Tactfully advises car operators as to reason for issuance of tickets;  
Informs the public as to the location of private and public parking facilities;  
May act as school crossing guard to direct traffic at parades, church services or in emergency situations;  
On occasion, may be required to appear in court regarding parking violations;  
Prepares activity reports and performs miscellaneous tasks;  
Escorts female prisoners to and from court.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the geography of the city and the location of the more

important private and public parking facilities; ability to learn the procedures and regulations involved in the enforcement of the City Parking Ordinances and the New York State Vehicle and Traffic Law in relation to standing violations; ability to enforce the ordinance and regulations with firmness and tact; ability to keep simple practical records; ability to express themselves orally and in writing in clear and intelligible language; ability to write legibly; ability to understand and carry out complex oral and written instructions; good judgment; mental alertness; dependability; good powers of observation and memory; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma; or
- (b) Two years of work experience which shall have involved direct contact with the public; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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