

## Job Specification

### **PARKING ENFORCEMENT OFFICER**

#### **DEFINITION**

Under direction, patrols designated areas and issues summonses for motor vehicles to enforce state or municipal statutes, resolutions, and ordinances for regulations related to the parking of motor vehicles within the municipality, performs work involved in collecting, counting, recording, and depositing monies from parking meters; does related work as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK:**

Issues summonses electronically or in hand written form for motor vehicles that are parked unlawfully or parked overtime at a meter in an assigned area.

Checks the condition of parking meters and informs those responsible for the repair of meters or any malfunctions.

Makes checkmark on tires of vehicles parked in metered time restricted areas, records time, and returns at specified intervals to issue summonses to vehicles remaining in the area in violation of time limitations.

Gives testimony in court pertaining to summonses issued.

Prepares reports of work activities.

May operate a motor vehicle in connection with this work.

May follow or precede motorized street sweeper to issue summons to motor vehicles illegally blocking passage of the sweeper.

May arrange for the towing away of any vehicle parked, stored, or abandoned in the municipality in violation of a statute, resolution, ordinance, or regulation from the scene of the violation.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

Counts and records all monies collected from parking meters.  
Reseals coin parking meter boxes for next collection.

Totals parking meter collection receipts, balances same, and makes bank deposits.

Maintains records and files.

## **REQUIREMENTS:**

### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of problems involved in parking violations or the procedures used in dealing with such problems.

Knowledge of recordkeeping and of making reports of conditions noted and actions taken.

Ability to understand, remember, and carry out oral and written directions.

Ability to analyze routine problems, organize assigned work, and develop effective work methods.

Ability to learn quickly from oral and written explanations and from demonstrations.

Ability to note significant conditions and take proper action in accord with the prescribed procedures.

Ability to report significant conditions noted and actions taken and to keep relevant records.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.

Knowledge of procedures/methods involved in keeping accurate records of cash receipts after a period of training.

Ability to organize assigned work.

Ability to keep accurate records of monies collected from parking meters.

Ability to make necessary mathematical calculations.

Ability to keep records and files.

Ability to perform Crossing Guard duties.

Ability to stand or walk for extended period of time, which may include walking on inclines and declines.

Ability to work outdoors in all types of weather and temperatures.

Ability to follow proper radio communication procedures.

Ability to properly lift buckets containing large quantities of coins.