PARKING ENFORCEMENT OFFICER

DEFINITION

Under direction, patrols designated areas and issues summonses for motor vehicles to enforce state, county, or municipal statutes, resolutions, and ordinances for regulations related to the parking of motor vehicles within the municipality; 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.

NOTE: Appointments may be made to positions requiring bilingual skills.

10055 - Bilingual in Spanish and English
SPECIAL SKILL
Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Issues summonses 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 unmetered time restricted areas, records time, and returns at specified intervals to issue summonses to vehicles remaining in area in violation of time limitations.

Gives testimony in court pertaining to summonses issued.

Prepares reports of work activities.

Checks for vehicles that are listed stolen by police and reports them for recovery.

May operate a motorcycle, motorized scooter, or other 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.

May collect from the vehicle owner or the owner's agent on behalf of the municipality, the costs of the towing and subsequent storage of the vehicle before surrendering the vehicle to the owner or agent.

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.

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 an 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, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.