

PARKING ENFORCEMENT OFFICER (PT)

TOMPKINS COUNTY

Department V of Lansing, TST BOCES

Classification NC(PT) in Lansing, Competitive elsewhere

Labor Grade _____

Approved 1/77; NC PER NYS CSC

Revised 7/98; 8/03

By HH, Comm. of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

This is routine and repetitive work involving responsibility for ferreting out traffic violations in cases where the motor vehicle involved is not in motion. Employees in this class may issue tickets to motorists committing this type of violation. The work is performed subject to general supervision. The incumbent will perform all related duties as required.

EXAMPLES OF WORK: (Illustrative only)

Patrols assigned parking areas to detect violators of regulations;
May issue tickets for violation of parking regulations, or for any offense involving a vehicle not in motion;
May be asked to note and report needs and repairs of parking signs;
May prepare activity reports and perform miscellaneous tasks.
May monitor hallways, walkways and related public areas used by students and staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS:

Good social and general intelligence;
Ability to understand and carry out written and oral directions;
Ability to write legibly;
Mental alertness;
Dependability; honesty;
Initiative; good physical condition.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

9/27/88

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