



Job Code: 0615
FLSA: NE
Unit: PCEA
Revised:

PARKING ENFORCEMENT OFFICER

DEFINITION

The Parking Enforcement Officer is a civilian, non-sworn position. The Parking Enforcement Officer is responsible for a variety of routine, non-hazardous duties related primarily to the enforcement of municipal parking laws and regulations. Additionally, may perform a variety of clerical tasks in support of Police Department operations. Persons in this classification are required to wear a uniform.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from a Police Sergeant. Exercises no supervisory responsibilities over other employees.

TYPICAL DUTIES

1. Receives and responds to complaints and reports of routine parking incidents from the public.
2. Responds to public complaints of abandoned and illegally parked vehicles; documents and schedules tows for abandoned vehicles; and ensures proper disposition of illegally parked vehicles.
3. Patrols City streets and issues citations on vehicles parked in an unlawful manner.
4. Informs public of regulations and procedures related to parking enforcement.
5. As required, testifies in court.
6. Performs clerical duties to include typing, filing, copying, phones and reception duties.

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MINIMUM QUALIFICATIONS

Knowledge of:

Applicable laws and regulations related to parking enforcement.

Ability to:

1. Hear, observe, retrieve, retain and recall information accurately.
2. Relay, explain and describe accurately information in both oral and written form.
3. Read, understand and follow written policies, regulations and both oral and written instructions.
4. Learn and apply first aid and CPR.
5. Act purposefully and calmly in emergency and/or confrontational situations.
6. Perform basic clerical skills; typing skills desirable.

Education:

High school graduation or GED equivalent is required.

Experience:

Experience in a field(s) in which required skills are applied desirable.

License:

Possession of valid California driver's license.

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