

PARKING METER ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for enforcing parking regulations where the motor vehicle is not in motion and for issuing tickets for violations in accordance with city ordinances and regulations. Work is performed under the general direction of the Chief of Police. Supervision is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Tours downtown city area to determine time duration of parked cars, marks parked cars for time check and issues appearance tickets to offenders for illegal and overtime parking;

Collects and accounts for money from parking meters;

Advises drivers tactfully as to reasons for issuance of parking violation tickets;

Provides information to the public concerning location of public and private parking facilities;

Observes and reports street and traffic signs which may be in need of repair;

Prepares and maintains records and reports related to the work;

May be required to appear in court regarding parking violations and summonses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geography of the city and location of public and private parking facilities;

Working knowledge of the New York State Motor Vehicle Law and local ordinances as they apply to parking violations;

Ability to deal with the public and express oneself clearly and concisely;

Ability to understand and carry out oral and written instructions;

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Ability to maintain records and reports;

Willingness to work out of doors, occasionally under adverse weather conditions;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.