



PARKING ENFORCEMENT OFFICER

Jurisdiction Class:	Competitive
Civil Division:	Village of Penn Yan
Adopted by YCCSC:	03/06/1968
Revised by YCCSC:	04/03/1996
Revised by PO:	05/20/2024

DISTINGUISHING FEATURES OF THE CLASS:

A Parking Enforcement Officer is responsible for patrolling an assigned route enforcing parking regulations and ensuring compliance with parking ordinances within the assigned jurisdiction. Duties include the issuance of tickets for standing traffic violations and furnishing of information to the general public. Employees in this class are not members of the uniformed police department. Incumbents are required to wear a prescribed uniform type of clothing, but not a police uniform, and they do not perform general police duties. Work is performed under direct supervision of the Police Chief or their designee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conduct routine patrols in a motorized vehicle or on foot of designated parking areas to monitor for parking violations and ensure compliance with regulations;
Identify vehicles parked in violation of parking regulations and issue citations or warnings as necessary;
Provide information to the public regarding parking regulations, restrictions, and available parking options;
Offer guidance and assistance to drivers to ensure compliance;
Keep accurate records of parking enforcement activities, including issued citations, warnings, and any other relevant documentation;
Ensure accuracy and completeness of citation documentation and following procedures on accurate and timely reporting;
Advise and provides explanation to car operators as to the reason for issuance of tickets;
Address inquiries and complaints from the public regarding parking regulations, citations, and other related matters;
Provide courteous and helpful assistance to resolve issues and concerns;
Report significant or recurring parking violations, safety hazards, or other concerns to appropriate authorities for further action or resolution;
Ensure the proper functioning and maintenance of parking enforcement equipment, including handheld devices, citation forms, and signage;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local parking ordinances, regulations, and restrictions;
Knowledge of designated parking zones, time limits, permit requirements, and other relevant rules;
Knowledge and proficiency in computer applications/technology;
Good judgment; tact; dependable;
Ability to accurately identify parking violations, issue citations or warnings, and document enforcement actions in accordance with established protocols and legal requirements;
Ability to communicate both orally and in writing;
Ability to maintain records and prepare reports;
Ability to deal firmly yet courteously with the public;
Willingness to work under all weather conditions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

1. Candidates must not be less than eighteen (18) years of age.
2. Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.