



## DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

### CIVILIAN PARKING ENFORCEMENT (2<sup>ND</sup> SHIFT)

#### Police Department

#### GENERAL DESCRIPTION

Enforces parking related laws and ordinances in the City of Scranton and does related work as required. Enforcement is done utilizing a vehicle and limited walking.

#### DUTIES AND RESPONSIBILITIES

- Observes and marks vehicles parked within the city limits for compliance with city parking ordinances, special parking restrictions.
- Issues tickets to violators on city streets and traffic-ways (including parking lots) according to established procedures.
- Patrols off streets and traffic-ways (including parking lots) to ensure vehicles have proper permits displayed.
- Prepares and submits lists of damaged parking equipment and signs in need of repair.
- Answers inquiries regarding parking restrictions and provides directions and general information.
- Dockets parking tickets and other moving and non-moving violations.
- Completes reports as required.
- Attends meetings, conferences and workshops as requested and authorized
- Performs related work as required, including limited foot patrol, vehicle patrol and office clerical work as needed to fulfill and enforce the requirements of civilian parking enforcement.
- Attends court, as needed, to answer parking related hearings and/or appeals.
- Other related, necessary duties as required by the Department Director/Supervisor.

#### REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of city streets and traffic-ways.

Thorough knowledge of parking laws and ordinances.

Good knowledge of general office practices and procedures.

Still maintaining a safety conscious attitude while on the street.

Ability to walk up to 10 miles daily in all weather conditions.

Ability to safely operate a motor vehicle in all weather conditions.

Ability to maintain accurate records and files.

Ability to issue accurate tickets.

Ability to communicate well with employees, supervisors and the general public both orally and in writing, using both technical and non-technical language.

Ability to establish and maintain effective working relationships with other City employees, supervisory personnel, police and the general public.

Ability to prepare accurate and reliable reports containing findings and parking details.

Ability to operate a personal desktop and/or handheld computer ticketing device, able to use standard word processing, spreadsheet and database applications appropriate to job responsibilities.

Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Ability to perform a wide variety of technical tasks with accuracy and speed under the pressure of time-sensitive deadlines.

Ability to learn and quickly put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Ingenuity and inventiveness in the performance of assigned tasks.

Ability to take direction and complete assigned tasks in a timely manner.

High School graduate or equivalency.

Some experience in customer service or general office duties or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Must possess a valid driver's license issued by the Commonwealth of Pennsylvania.

Must possess an exemplary driving record.

### **ESSENTIAL PHYSICAL ABILITIES**

Sufficient clarity of speech and hearing with or without reasonable accommodation, which permits the employee to communicate well with employees, police and the general public both in person and on the telephone.

Sufficient vision with or without reasonable accommodation, which permits the employee to make comprehensive visual inspections of parking locations and conditions and to record and review a wide variety of written reports and visual materials and supplies.

Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard, handheld electronic ticketing device and handle small objects.

Sufficient personal mobility with or without reasonable accommodation, which permits the employee to walk limited distances, after exiting a motor vehicle, in order to issue ticket violations, mobility to visit a variety of work sites, safely drive/operate a motor vehicle and transport materials and supplies weighing up to 20 lbs.

The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities. Tasks and duties of the employee may differ from those outlined above.