

Jurisdiction: Schuyler County  
Jurisdictional Class: Pending Jurisdictional Classification  
Adopted: 7/20/09

## **PARKING ENFORCEMENT ATTENDANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Village of Watkins Glen Police Department and involves responsibility for enforcing parking regulation, issuing tickets for violations in accordance with village ordinances and regulations. Since this position involves extensive out-of-doors activities, an incumbent is exposed to varying weather conditions. The work is performed under general supervision of the Chief of Police and/or Village Board. Supervision over the work of others is not a responsibility of this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Patrols (**Covers**) an assigned route and checks street and parking lot areas to detect parking ordinance violations;  
Issues summonses for standing violations;  
Tours downtown 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;  
Reports missing parking and/or signs that need repair;  
Advises drivers tactfully as to reasons of issuance of parking violation tickets;  
Provides information to the public concerning location of public and private parking facilities;  
May be required to appear in court, on occasion, regarding parking violations and summonses;  
May operate a motor vehicle in the performance of duties;  
Keeps a variety of simple records and prepares reports related to work.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the geography of the village and location of public and private parking facilities; working knowledge of the Motor Vehicle Law and local ordinances as they relate to parking violations; ability to deal with the public and express oneself clearly and concisely; ability to keep records and prepare reports; ability to understand and carry out oral and written instructions; ability to walk and stand for extended periods of time; willingness to work out-of-doors, occasionally under adverse weather conditions; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

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

**NOTE:** If the position involves the operation of a motor vehicle, possession of the appropriate level New York State Motor Vehicle Operator's License required at the time of appointment.