

PARKING MONITOR, PART TIME

Code No. 4-12-015
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for monitoring parking activities for a town or village office or police department. Duties include patrolling areas such as public streets and parking lots, monitoring parking activities, and issuing tickets where appropriate. Duties also include significant public contact which can involve situations where conflicts arise. The employee reports directly to, and works under the direct supervision of the Director of Staff Services or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Monitors public streets, parking lots and areas traversed by motor vehicles to ensure compliance with applicable parking laws;

Issues parking tickets to violators of the law according to procedures, general orders and/or police training;

Processes parking tickets according to established procedures;

Develops and implements a monthly schedule of areas to be monitored;

Provides clerical support for processing tickets.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the geographic area of the location to which assigned; working knowledge of public parking law, department general orders related to parking and when applicable police training related to parking; ability to read and write; ability to patrol streets and parking lots; ability to plan and execute personal schedules with minimal supervision; ability to deal well with the public particularly in situations where conflicts arise and the ability to diffuse these situations; ability to keep files and records; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: June 17, 1993

REVISED: June 4, 2020