

**CITY OF SALEM
PARKING ENFORCEMENT OFFICER**

**00052
20052**

NATURE OF WORK

This is responsible enforcement work of parking regulations and related non-moving traffic ordinances.

Work involves responsibility for patrolling the city streets and other public parking areas, traveling alone or in a motorized vehicle, for the purpose of recording license numbers of all vehicles parked, observing vehicles improperly parked or parked at meters which have not been properly coined. Employees of this class issue tickets for these and related parking and non-moving vehicle violations. Responsibilities include courtesy functions such as directing out-of-town visitors and assisting persons in finding their cars. Work is performed according to predetermined routes and procedures. An incumbent of the class must apply considerable tact, patience, and skill in issuing tickets and explaining procedures to irate motorists. Supervision is received through work assignments and daily reviews. This is not a supervisory classification, but incumbents in this classification may assist in orienting others to procedures and techniques used in the work.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Travels a beat or operates a motorized vehicle to patrol parking in a designated area; records license numbers of parked vehicles; observes automobiles involved in parking meter or related non-moving traffic violations; regulates meter stuffing; issues tickets for violations.

Reports jammed and other out-of-order meters.

Gives directions and answers other queries from out-of-town visitors and citizens.

Sorts and accounts for tickets received and issued.

Testifies in court on a contested ticket.

Gathers data and performs surveys related to parking enforcement issues. Travels to salvage yards, wrecking yards, tow lots and other locations, performs appraisals to determine if vehicles are above a value to determine proper disposition of the property. Completes a basic check list related to the determination of the value of the vehicle, valuation may be on the body

and/or mechanical condition, such as drive train. May take photographs of vehicle. Issues appropriate notices, responds to a variety of inquiries related to vehicles being appraised.

Performs other related work as required.

WORK QUALIFICATIONS

Experience involving public contact and requiring discretion, tact, and judgment; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Knowledge of city geography and street locations or ability to acquire such knowledge during the probationary period.

Considerable ability to enforce parking and related non-moving traffic regulations firmly, courteously, tactfully, and with respect for the rights of others, often in hostile or confrontive situations.

Considerable ability to follow oral instructions and work independently.

Ability to write and speak effectively.

Physical strength and endurance sufficient to traverse 10-15 miles a day on concrete sidewalks and other uneven surfaces under a variety of weather conditions.

Some positions may require possession of a valid Oregon Class C driver's license and the ability to meet city driving standards.

Some positions may require an Abandoned Vehicle Appraiser Certification from the Oregon Department of Motor Vehicles within 30 days of appointment and maintain a current certification thereafter during employment. This certificate would be paid for by the City.

Work is performed in an outdoor urban setting dressed in a uniform in all types of weather. Work involves traffic noises, fumes, dealing with confrontive or hostile persons, providing courteous assistance to a variety of citizens who may be lost or need other assistance.

Personnel Director

