



# EMPLOYMENT OPPORTUNITY

City of Visalia

An Equal Opportunity Employer

## PARKING ENFORCEMENT OFFICER OPEN

**Final Filing Date: Friday, September 26, 2014 5pm**

**Monthly Salary: \$2,732 - \$3,434**

**The Police Department is recruiting for the position of Parking Enforcement Officer. Currently, there is one (1) position available and an eligibility list is being established.**

### **EXAMPLES OF JOB DUTIES:**

- Enforces parking ordinances and issues parking citations.
- Issues citations manually or using a hand-held electronic citation book.
- Maintains daily records of activities, including number of citations issued, radio calls, activity and patrol time.
- Answers public inquiries; advises on ordinance infractions; handles complaints about citations.
- May assist officers in performing traffic control duties.
- Operates computer equipment and two-way radio; marks vehicles to detect abuse of timed areas; accesses the California Law Enforcement Telecommunication System (CLETS) data bases to determine vehicle identity.
- Operates a vehicle or walks while patrolling assigned areas.
- Receives, logs, and responds to calls for police parking enforcement and traffic service.
- Testifies in court.
- Compiles and reviews statistics for police reports.
- Participates in public education programs.
- Maintains and updates department files and forms.
- Responds to radio messages, and telephones instructions relating to non-hazardous traffic or parking enforcement calls for police service.
- Orders and inventories parking enforcement supplies.
- Performs high level duties in a training capacity.
- Performs related duties as required.

### **EDUCATION / TRAINING / EXPERIENCE:**

Any equivalent combination of experience and education that could likely provide the required skills, knowledge and abilities would normally be obtained by:

- Possession of a High School Diploma or G.E.D.
- Two (2) years experience with enforcement related duties or significant public contact.

### **SPECIAL REQUIREMENTS:**

- Possession of a valid California Driver's License by time of appointment.

### **MAIN FACTORS TO BE CONSIDERED:**

Knowledge of / Skill in / Ability to:

- City ordinances and state statutes.
- Vehicle Code and regulations.
- Modern office methods and procedures including keyboard skills.
- Citation process and court proceedings.
- Public contact.
- Case report preparation.
- Basic computer operations; communicate effectively in written and oral form.
- Develop and maintain effective working relationships.
- Enforce ordinances and codes firmly, tactfully and impartially.
- Follow verbal and written instructions.
- Handle stressful situations and effectively deal with difficult or angry people.
- Exercise considerable tact and judgment in difficult situations.
- Work independently with a minimal amount of supervision.
- Drive assigned department vehicles in a safe manner while enforcing parking control ordinances.

### **SELECTION PROCESS:**

Application and supplemental materials will be evaluated and applicants who appear to be qualified will be invited to participate in a job related interview and/or practical examination process. Successful candidates may be required to pass a background investigation, psychological evaluation, physical examination, and drug screen. Applicants are encouraged to **"APPLY ON-LINE"** by visiting the City's website [www.ci.visalia.ca.us](http://www.ci.visalia.ca.us) and clicking on "Apply on-line for City jobs".

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VISIT OUR WEBSITE AT: [WWW.CI.VISALIA.CA.US](http://WWW.CI.VISALIA.CA.US)