

# POSITION AVAILABLE ANNOUNCEMENT

## CITY OF PARKERSBURG

### Parking Enforcement Assistant

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DEPARTMENT: Police

DIVISION: Parking

GRADE: H-3 \$11.45/hr

GENERAL STATEMENT OF DUTIES: Provides administrative support in the Parking Division in enforcing parking regulations, collecting monies, and repairing parking meters. Duties include, but are not limited to the following:

- 1) Patrols metered, time limited and monthly parking of the City by motor vehicle and on foot to enforce parking regulations;
- 2) Issues violation citations as necessary;
- 3) Wheel locks vehicles that have five or more citations.
- 4) Collects money from parking meters and fine envelopes from fine boxes;
- 5) Services and repairs defective parking meters in the field and in the parking operations shop;
- 6) Installs replacement parking meters;
- 7) Picks up mail from Post Office, as needed
- 8) Performs related work as required.

Reports directly to the Parking Facilities Supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY: Knowledge of relevant ordinances pertaining to parking regulation enforcement. Knowledge of the operation, maintenance, traffic laws and ordinances relevant to operation of a parking enforcement motor vehicle. Skill in the maintenance and repair of parking meters. Ability to perform field duties independently, in a timely and effective manner. Ability to communicate effectively and diplomatically, orally and in writing. Ability to establish and maintain effective working relationships with other employees and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and some work experience; or any equivalent combination of experience and training. Must possess a valid driver's license.

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; walking; lifting, reaching, carrying; stooping, bending, squatting; close vision; receiving instructions; working with the public; performing routine, repetitive duties; extreme heat or cold; wet or humid; driving vehicle.

PHYSICAL DEMAND LEVEL: Light

FLSA CLASSIFICATION: Non-exempt

Applications available at <http://www.ParkersburgCity.com>

**Applications are also available at:**

Personnel Department City of Parkersburg 5th Floor One Government Square  
Parkersburg, WV 26101

Completed applications should be returned to the address above.

THE CITY OF PARKERSBURG IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, MILITARY VETERAN STATUS, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

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