

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### PARKING ENFORCEMENT OFFICER I

##### DEFINITION:

Under general supervision, to patrol an assigned geographic area and issue parking violation notices; to provide general information to the public; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Patrols an assigned area of the City driving three-wheeled scooters or small pickup trucks and issues citations or warnings for violations of California Vehicle Code provisions and parking control ordinances, e.g., parking time limit zones, tow away zones, loading zones, and metered parking areas;
- Impounds illegally parked or abandoned vehicles;
- Checks vehicle, parking citation and registered owner information via computer;
- Testifies in court;
- Reviews and makes recommendations on citation dismissal requests;
- Marks vehicle tires to determine time violations;
- Explains parking regulations and gives general information to the public;
- Keeps appropriate records of violation notices issued;
- Voids citations when warranted;
- Makes reports of damaged or inoperative parking meters;
- Services own vehicle;
- Recommends traffic improvements;
- Prepares reports concerning parking related problems;
- Investigates improper traffic control practices by construction crews and issues notice of violation or notice to appear as appropriate.
- Conducts field investigations of unlawful use of disabled parking placards and issues citations for violations.
- Provides information to Police Department regarding stolen vehicles found illegally parked or evidence found in abandoned vehicles;
- May direct traffic.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience providing assistance or information to the public, **OR** six months of experience enforcing codes and issuing citations. Possession of a valid California C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.