



**POSITION VACANCY NOTICE**  
**CITY OF KETCHIKAN**

**SPECIFICS**

March 19, 2019

**TITLE: TEMPORARY PARKING ENFORCEMENT SPECIALIST**

<b>DEPARTMENT:</b>	Police	<b>DIVISION:</b>	Parking Enforcement
<b>STATUS:</b>	Temporary Full-Time	<b>HOURS/DAYS:</b>	Monday – Friday 8:00 AM – 4:00 PM
<b>GRADE / STEP:</b>	337 / A - K	<b>DUTIES:</b>	See attached job description
<b>HOURLY:</b>	\$16.40 - \$19.03 DOQ	<b>UNION STATUS:</b>	YES

**SPECIAL REQUIREMENTS:**

Position will not exceed six-months. Work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; exposure to inclement weather conditions; extensive public contact and exposure to irate and abusive individuals.

**ADVERTISING REQUIREMENTS**

**POSITION CLOSES: May 20, 2019 @ 5:00 PM**

APPLICATIONS MUST BE RECEIVED BY CLOSING DATE

**WHERE:** Local Only  Statewide  Pacific NW  National

**PUBLICATIONS:** Ketchikan Daily News; Job Service; City Website

**APPLICANT PROCESSING INSTRUCTIONS**

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:**  
Human Resources at (907) 228-5631 or online at <http://www.ktn-ak.us/jobs>

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## **PARKING ENFORCEMENT SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs a variety of specialized and technical non-sworn law enforcement duties in support of the Police Department's parking enforcement and abandoned vehicle abatement programs and functions; maintains associated records; and provides information and assistance to the general public and answers citizen inquiries.

The Police Department within the Public Safety Group provides for the enforcement of criminal and traffic laws, regulations, and ordinances of the State of Alaska and the City of Ketchikan in order to protect life, health, and property in the community. The Parking Enforcement Specialist contributes to Department operations by performing specialized and technical duties in support of the parking enforcement and vehicle abatement functions of the City. The Parking Enforcement Specialist must perform these duties in a manner that reflects positively on the City and the Department. He/she is responsible for maintaining a level of professional expertise and image that promotes the efficient use of the resources available to the Department.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Patrols assigned areas on foot or in a vehicle to enforce City codes, ordinances, regulations, and laws including parking regulations and abandoned vehicle codes; identifies violations of City parking regulations in accordance with municipal ordinances; issues parking citations.
2. Maintains various logs and records; records and enters parking citation information into the City's computer system.
3. Assists the public by providing directions and responding to questions and inquiries; provides information about parking regulations and enforcement procedures to interested individuals; listens to complaints and refers them to proper authority.
4. Observes and notes information useful to the general public as well as safety and law enforcement agencies; reports traffic accidents, abandoned vehicles, and traffic hazards encountered in the course of work; reports needed street and sign repairs.
5. Performs general maintenance on assigned vehicle.
6. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Basic law enforcement principles and practices and their application to a wide variety of non-sworn services, operations, and programs including parking enforcement and vehicle abatement.

Pertinent laws, codes, and regulations including those related to parking and vehicle abatement.

Principles and procedures of record keeping including proper procedures for the maintenance of logs and reports.

General office procedures, methods, and equipment.

Geography of the City including the location and layout of streets.

Occupational hazards and standard safety practices.

Principles and practices of public relations.

English usage, spelling, grammar, and punctuation.

### **Ability to:**

Perform a variety of non-sworn law enforcement duties including those related to parking enforcement and vehicle abatement.

Interpret and correctly, fairly, and impartially apply and enforce laws, ordinances, and departmental policies and procedures including those related to vehicle abatement and parking regulations.

Deal tactfully and courteously with the public and law enforcement personnel.

Maintain appropriate professional demeanor when dealing with irate members of the public.

Respond to requests and inquiries from the general public.

Explain parking and other ordinances.

Maintain records, logs, and files.

Operate modern office equipment including computers and applicable software.

Type and enter data at a speed necessary for successful job performance.

Operate a 3-wheel vehicle and other vehicles safely.

Analyze situations and adopt a course of action.

Understand and carry out oral and written directions.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to the completion of the twelfth grade. Specialized clerical or law enforcement training is highly desirable.

### **Experience:**

One year of increasingly responsible clerical, code enforcement, or related experience that includes a high level of public contact.

### **License or Certificate:**

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an office and field environment; travel to different sites; exposure to inclement weather conditions; extensive public contact and exposure to irate and abusive individuals; exposure to mechanical hazards and to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Regular contact with the general public.

**Physical:** Primary functions required sufficient physical ability to walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; operate law enforcement and general office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 3-37  
Job Position Code: 42810  
Union: Yes/GGU  
FLSA: Non-Exempt  
Date Approved: April 1, 1990  
Date Amended: May 2004  
Date Amended: June, 2007 (*Johnson & Associates*)

---

Human Resources Manager Approval

---

City Manager Approval