

PARKING ENFORCEMENT AIDE (YIDDISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is routine fieldwork focused on enforcing local parking regulations and litter-control codes through the issuance of citations while patrolling assigned streets and parking facilities. The work requires frequent interaction with the public. The title is distinguished from that of a Parking Enforcement Aide in that certain duties require the incumbent to speak and read in Yiddish at the fluency level indicated in the Notes section below. The work is performed under the supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols assigned areas, either by vehicle or on foot, to ensure compliance with parking regulations;
Issues citations for parking violations;
Provides information to the public regarding parking regulations and facilities and the location of streets, buildings and other points of interest;
Checks parking meters in response to complaints;
Maintains required records related to work performed;
May retrieve vehicle registration information by license plate lookup and send routine correspondence (e.g. notices of delinquent payments or court appearances) to registered owners;
May arrange for vehicles with multiple unpaid citations to be towed;
May assist in preparing court calendars for issued citations;
May collect parking meter fees;
May issue citations for violations of local litter-control codes;
May enter citations into a computer or other electronic device.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local geography; good knowledge of local parking regulations; ability to accurately identify vehicle makes, models and colors; ability to interact in a courteous and professional manner with the public; ability to maintain basic records; ability to understand basic oral and written instructions; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTES:

1. Academic or vocational training or work experience involving public contact* may be substituted for education on a year-for-year basis.
2. Incumbents are expected to possess Level I proficiency in Yiddish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbents be able to satisfy routine social demands and limited work requirements. Can handle most social situations, including introductions and casual conversations about current events, as well as work, family and autobiographical information. Can provide instructions on routine, concrete matters. Can translate routine correspondence and documents with the aid of a dictionary and/or grammar book. Can get gist of most conversations on non-technical subjects, and has a speaking vocabulary sufficient to respond simply with some circumlocutions. Accent, though faulty, is intelligible. Can read with general accuracy news items on non-technical topics and general correspondence.

(over)

SPECIAL REQUIREMENTS: Certain employers require a valid driver's license at the time of appointment which must be maintained throughout the course of employment in this title. If a valid license is required, it is the responsibility of the appointing authority to verify the validity.

*Public contact shall be defined as direct contact (e.g., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering, disseminating or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.