

MAJOR FUNCTION

This is technical work enforcing parking regulations, traffic laws and ordinances and the completion of motor vehicle accident reports, as prescribed by state law. Work is performed under the supervision of the uniformed division command personnel in accordance with established administrative regulations. Work requires contact with the general public, especially the motoring public. Competency must be shown in tactful, impartial and courteous treatment of the public and in the ability to write concise and accurate reports and citations for court presentation. The employee must be able to exercise independent judgment with a minimum of supervision. Work is reviewed through analysis of reports turned in, through discussion, and through the analysis of criticism or praise from the public regarding the work performed.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Conducts investigations into motor vehicle accidents and reports the finding on a uniform motor vehicle accident report form. Issues traffic citations to violators of the motor vehicle laws of the State of Florida and/or the ordinances of the City of Tallahassee. Issues parking violation notices to violators of the parking laws and ordinances of the City and State. Testifies in court on the results of investigations of motor vehicle accidents and the issuance of traffic citations and parking violation notices. Directs traffic at major traffic accidents and congested areas, such as football games and public gatherings. Impounds vehicles using the appropriate forms and procedures when such vehicles have been abandoned or for other reasons as provided by law or ordinance. Monitors, tracks and reports parking meter malfunctions, traffic signs which are down or missing, and traffic lights that are not working properly. Makes regular written and oral reports to command personnel on job-related activities and work performed. Serves as initial responder on the department's Emergency Response Force. Performs general maintenance on ticket writer computer. Performs related work as required.

Other Important Duties

May assist at school crossings as needed. Promotes good will between the City and its residents or visitors. Conducts on-site, child safety seat training for new parents. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the motor vehicle laws of the State of Florida and the ordinances of the City of Tallahassee. Ability to interpret and apply applicable laws, ordinances and other regulations relative to parking and traffic regulation. Ability to enforce regulations fairly and impartially. Ability to meet and deal with persons tactfully and effectively. Ability to prepare written reports in a concise and thorough manner. Ability to learn the location and specific points of interest, buildings, and public offices and facilities in and around the City. Ability to direct traffic. Ability to provide sworn testimony in court. Skills in operation of police vehicle, radio and other department issued equipment such as ticket writer computer. Skill in conflict resolution and interpersonal communication.

Minimum Training and Experience

Possession of a high school diploma or recognized certificate and two years of experience involving contact with the public; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Note: Preference may be given to applicants that possess current certificates in First Aid and Cardiopulmonary Resuscitation.

Revised: 06-05-78
01-25-90
12-14-92
08-16-01
03-23-04
01-15-10*