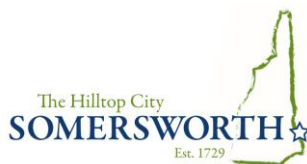


# City of Somersworth ~ Job Opening



**Department/Division:** Public Safety/Police

**Position Title:** Part-time Parking Enforcement (20 hrs week, Monday-Friday, 4 hours shifts)

**Pay Range:** \$15.75 - \$20.64

**Qualifications:** High School diploma or GED and some knowledge of office procedures and computers required. An equivalent combination of education and experience may be considered. Knowledge of computers and telecommunications or radios desired. Ability to maintain composure and control under adverse condition and to cope with calls and contacts firmly, courteously, confidentially, tactfully and with respect for the rights of citizens required. Some knowledge of the geography of the City and some knowledge of regulations and restrictions pertaining to parking within the City limits is preferred. Ability to learn the applicable laws, ordinances and department rules and regulations. Ability to communicate effectively orally and in writing is required. Efficient data entry skills. Possession or ability to obtain NH SPOTS Certification is required. Must possess a Valid Driver's License.

**Duties/Responsibilities:** Under the direct supervision of the Patrol Division Commander performs fieldwork in the enforcement of parking regulations. The Parking Enforcement Officer has no sworn powers and may not make arrests.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for the enforcement of the parking laws of the State of New Hampshire and the Ordinances of the City of Somersworth as they pertain to the parking of motor vehicles on public ways and City owned property; and patrolling the City as directed and taking appropriate action with regard to parking violations.

- Patrols business and residential areas on foot or in a City vehicle to look for illegally parked vehicles or abandoned vehicles on public ways or on City owned property; when available and warranted, places immobilization devices on vehicles.
- Issues parking citations for vehicles parked in violation of State laws or City Ordinances.
- Responds to and investigates parking complaints from the public.
- Reports accidents and other incidents to Police headquarters.
- Prepares notice of infraction letters; tracks and monitors status of infraction letters.
- Testifies in court as required.
- Performs related reporting, filing and records maintenance tasks such as processing daily payments, completing daily logs, entering data into computer reporting systems, printing notices, and filing paid tickets.
- Maintains supply of citations and appeal forms.
- Detect, document and report parking space deficiencies, obstructed spaces as necessary.
- Interacts with visitors to provide a variety of information and assistance or direct to appropriate personnel.
- Establish and maintain good working relationships with members of the public, other employees and City officials.
- Performs other duties as required.

## **Scope of Examination:**

Finalist must complete pre-employment screening to include; physical, drug test & background check.

## **To Apply:**

City of Somersworth, City Hall  
One Government Way  
Somersworth, NH 03878

Linda Corriveau, Human Resources Manager  
603-692-9529

**Date Posted:** June 23, 2020

**Closing Date:** Reviewed as received

**The City of Somersworth is an Equal Opportunity Employer**