



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

PLEASE POST

March 9, 2017

TO: All City of Englewood Employees
FROM: Daria Trumpet, Human Resources *DT*
SUBJECT: Available Position – Parking Enforcement Officer

There is one (1) position of Parking Enforcement Officer available in the Police Department (Classified Services, Local 108 – City Hall Employees).

The starting salary is \$30,307.00 annually.

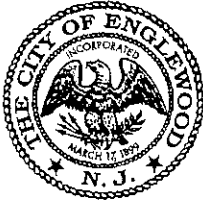
Anyone who is interested in applying for this position should contact this office in writing during the prescribed period.

The positions will remain posted for five (5) working days.

A complete job description is hereto attached.

cc: Chief Lawrence Suffern, Police Dept.
Felicia James-England, Local 108

Post: March 10, 2016
Remove: March 16, 2016



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PARKING ENFORCEMENT OFFICER

DEFINITION

Under direction of the general police supervision, performs enforcement of parking meter regulations, collects and counts coins from meters, and other duties.

EXAMPLES OF WORK

- . Must issue summons for violation of municipal ordinances, including specifically parking meter violations.
- . Must do routine checks on all municipal parking lots as well as the complete Downtown areas.
- . Daily collection and counting of coins from all meters.
- . Submits monthly reports outlining amount of money collected from each zone.
- . Must make periodic deposits at bank.
- . Responsible for making a comparison of prior collections.
- . Keep accurate records of all meters that are broken when summons were issued for court purposes.
- . Must appear in court if summons are appealed and testify if necessary.

PARKING ENFORCEMENT OFFICER

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QUALIFICATIONS

Education, Experience and Licenses

- . Must possess High School Diploma or G.E.D. Equivalent.
- . Must have a valid New Jersey Drivers License.

Knowledge, Skills and Abilities

- . Must have good reading skills.
- . Must have the ability to relate to people in a positive manner.
- . Must be physically able to endure all types of inclement weather.