

JOB POSTING

POSITION	Parking Enforcement Officer
PAY RATE	Minimum \$12.91; Mid-point \$15.27; Maximum \$18.07
FLSA STATUS	Non-exempt, Permanent Part-time. Monday – Friday with varied start times.
DESCRIPTION	This is routine enforcement and minor clerical work in the issuing of parking violation notices for parking violations. Work involves patrolling an assigned area on foot and/or in a vehicle in order to observe and take enforcement action for parking violations.
WORK PERFORMED:	<p>Patrols assigned section of the Borough to observe parking violations; completes parking violation notice, places notice on vehicle, and records necessary information for processing; provides information and directions to citizens.</p> <p>Performs related work as required.</p>
KNOWLEDGE/ SKILLS	<p>Ability to walk distances (up to 4 miles per day) in inclement weather; to use a hand held data entry device, to record necessary information for processing of parking tickets; ability to deal effectively with citizens in unpleasant enforcement situations and ability to use discretion in the issuing of tickets by recognizing unusual or mitigating circumstances.</p> <p>Must have valid driver's license.</p>
EDUCATION	Graduation from a standard senior or vocational high school or equivalent..

Apply to Tom Hamilton, Carlisle Borough, 53 W. South St, Carlisle, Pa. 17013 or email thamilton@carlislepa.org