

<b>Title:</b>	Seasonal-Parking Enforcement
<b>Department:</b>	Police Department
<b>Location:</b>	Village of Saranac Lake
<b>Seasonal Full-Time:</b>	40 hours per week
<b>Application deadline:</b>	Until position is filled
<b>Hourly wage:</b>	\$15.00 /Hour
<b>Posting date:</b>	April 19, 2021
<b>Residency:</b>	Residency is waived

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### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for patrolling metered parking lots and enforcing other traffic and parking violations where the motor vehicle involved is not in motion. The work requires the issuance of tickets to motorists committing such violations. These employees do not perform general police duties; however, employees in this class may be required to act as crossing guards for school children, the aged, or at busy intersections. The work normally involves patrolling an assigned route checking parking meters, making several tours each day. Supervision is received from the Chief of Police or a ranking Police Officer. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- A. Patrols assigned parking areas to detect violators of regulations;
- B. Issues tickets for violation of parking regulations, or for any offense involving a vehicle not in motion.
- C. Tactfully advises car operator as to reason for issuance of tickets;
- D. Informs the public as to the location of private and public parking facilities;
- E. May act as school crossing guard to direct traffic at parades, church services or in emergency situations;
- F. On occasion, may be required to appear in court regarding parking violations;
- G. Prepares activity reports and performs miscellaneous tasks.

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- A. Working knowledge of the geography of the city and the location of the more important private and public parking facilities;
- B. Ability to learn the procedures and regulations involved in the enforcement of the City Parking Ordinances and the New York State Vehicle and Traffic Law in relation to standing violations;
- C. Ability to enforce the ordinance and regulations with firmness and tact;

- D. Ability to keep simple practical records;
- E. Ability to express themselves orally and in writing in clear and intelligible language; ability to write legibly;
- F. Ability to understand and carry out complex oral and written instructions;
- G. Good judgement
- H. Mental alertness; dependability; good powers of observation and memory; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma; or
- B. Two years of work experience which shall have involved direct contact with the public; or
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

**HOW TO APPLY:**

1. Please send a resume and [application](#) with references to:  
Village of Saranac Lake  
Attn: Payroll Department  
39 Main Street  
Suite 9  
Saranac Lake, NY 12983
2. Applications will be accepted until position is filled.
3. The Village will contact prospective applicants to schedule interviews; please do not call the office directly.