

Class Code: 4406
Revised: 12/26/18
Reviewed: 12/27/2021

PARKING CONTROL OFFICER

PURPOSE AND NATURE OF WORK

This is routine work primarily involving the checking of parking meters for violations and issuing citations for overtime or illegal parking. Work is performed in all types of weather and involves patrolling an assigned area in accordance with the prescribed City-Parish ordinance. Work is performed under the general supervision of the Parking Administrator.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Walks daily beat to check parking meters and marked parking spaces. Issues citations for parking violations. Issues cards for immobilization of repeat offenders' vehicles. May be called upon to testify in adjudication hearings. Assist public and answer any questions.
Perform related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Ability to read, understand and interpret City-Parish parking ordinance.
Knowledge of City geography.
Ability to make careful, routine observations.
Ability to work with superiors and general public.
Ability to obtain and maintain a valid Louisiana driver's license.

DESIRABLE TRAINING AND EXPERIENCE

High school degree, experience performing routine observations and reports, and public contact work desired; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid Louisiana (Class E) Driver's License.