Parking Enforcement Officer

Department: Public Safety
Division: Parking Enforcement
Exempt/Non-Exempt: Non-Exempt
Union/Management: Union
Full-Time/Part-Time/Seasonal: Full-Time
Workweek: 40 hrs/week. Evening & Overnight shifts with weekends required. (Essential personnel is required to work during inclement weather and State of Emergency)
Salary: $41,600. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking to hire Parking Enforcement Officers for the Department of Public Safety. Under direction, the ideal candidate patrols designated areas and issues summonses for motor vehicles to enforce state, county, or municipal statutes, resolutions, and ordinances for regulations related to the parking of motor vehicles within the municipality

Job Duties:

- Issues summonses for motor vehicles that are parked unlawfully or parked overtime at a meter in an assigned area.
- Checks the condition of parking meters and informs those responsible for the repair of meters or any malfunctions.
- Makes checkmark on tires of vehicles parked in unmetered time-restricted areas, records time, and returns at specified intervals to issue summonses to vehicles remaining in area in violation of time limitations.
- Gives testimony in court about summonses issued.
- Prepares reports of work activities.
- Checks for vehicles that are listed stolen by police and reports them for recovery.
- May operate a motorcycle, motorized scooter, or other motor vehicles in connection with this work.
- May follow or precede motorized street sweeper to issue summons to motor vehicles illegally blocking the passage of the sweeper.
- May arrange for the towing away of any vehicle parked, stored, or abandoned in the municipality in violation of a statute, resolution, ordinance, or regulation from the scene of the violation.
- May collect from the vehicle owner or the owner's agent on behalf of the municipality, the costs of the towing and subsequent storage of the vehicle before surrendering the vehicle to the owner or agent.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

Required Education:

High School Diploma or GED required.

Required License:

Appointees must possess a valid New Jersey Driver's License.

Essential Skills:

- Knowledge of problems involved in parking violations or the procedures used in dealing with such problems.
- Knowledge of recordkeeping and of making reports of conditions noted and actions taken.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to analyze routine problems, organize assigned work, and develop effective work methods.
- Ability to learn quickly from oral and written explanations and demonstrations.
- Ability to note significant conditions and take proper action in accord with the prescribed procedures.
- Ability to report significant conditions noted and actions taken and to keep relevant records.

To apply for this job with the City of Jersey City, please fill out our [Application](#).