

NOTE: CURRENT ELIGIBLE EMPLOYEES WILL HAVE FIRST CONSIDERATION ON THIS POSITION, PRIOR TO CONSIDERING ANY OUTSIDE APPLICANTS.

***JOB OPPORTUNITY
CITY OF MANSFIELD, OHIO***

ORDINANCE 24-245 ~ POSTING DATE: 12/23/24 ~ DEADLINE DATE: 12/29/24

PARKING CONTROL OFFICER

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following classified full-time position in the **POLICE DIVISION**:

POSITION	GRADE	STEP	HOURLY	ANNUALLY
Parking Control Officer	11	D-F	\$13.90-\$20.26	\$28,912-\$42,141

GENERAL STATEMENT OF DUTIES:

Under supervision, performs routine and responsible law enforcement duties requiring mature judgment. Patrols metered parking and other areas; does related work as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Patrols metered parking areas for over parked vehicles;
Checks double parking, alley parking, loading, bus and fire zone for violations;
Prepares tickets for violations;
Processes towed vehicles' information;
Typing of titles for unclaimed motor vehicles; filing of related paperwork;
Conducts tours, assists at parades, school crossings, public auctions;
Routine clerical tasks for the Police Department;
Performs related duties.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of (1) regulations and restrictions pertaining to parking within the City limits; ability to (2) interact with others in various situations, (3) exercise good judgment, (4) walk approximately 5 - 10 miles per day exposed to adverse weather conditions; Skilled in (5) observation, adaptation and public relations.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from a standard high school course or (a G.E.D. in lieu of a diploma), some work experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ON-LINE OR IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.