

CITY OF GLENDALE

TITLE:	Police Aide	CLASS CODE:	601
REPORTS TO:	Police Sergeant	GRADE:	17
DEPARTMENT:	Police	FLSA:	N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY

Enforces the city's parking ordinances and provides other support services for the Police Department.

ESSENTIAL FUNCTIONS

1. Patrols areas of the city on foot or in a vehicle to enforce parking ordinances.
2. Issues non-moving parking citations and arranges for vehicle towing.
3. Assists the public by providing directions and responding to general questions.
4. Provides traffic control at accident scenes and special events.
5. Aides stranded motorists; relays on-site requests to open locked vehicles and move stalled vehicles.
6. Reports inoperative traffic lights, bad road conditions, and other hazardous traffic situations to department.
7. Maintains daily records of parking enforcement activities.
8. Investigates abandoned vehicles to determine if stolen; completes reports and initiates enforcement action.
9. May assist in transporting prisoners to and from county jail.
10. Provides parking garage security at municipal building.
11. May appear in court to present evidence and testify in a parking violation case.

SECONDARY FUNCTIONS

12. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

City and state rules, regulations, and ordinances regarding vehicle parking and traffic control
City geography and parking facilities

Ability to:

Complete accurate traffic citations; keep records of parking enforcement activities
Interpret and explain laws and regulations governing parking enforcement
Work independently in the absence of a supervisor
Ability to establish and maintain effective working relationships with city employees, other agencies, and the general public

WORKING CONDITIONS

Prolonged standing or walking may be required for parking enforcement and traffic control.

MINIMUM REQUIREMENTS

High school education and one year experience in some type of public safety or law enforcement activity.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license

Ability to work shift work