UNIVERSITY OF SOUTHERN CALIFORNIA
Parking Enforcement Officer, Auxiliary Services

Job Code: 143053

Grade: 00
OT Eligible: Yes
Comp Approval: 3/15/2016

JOB SUMMARY:
Patrols assigned areas such as parking structures and issues tickets to overtime parking violators and illegally parked vehicles.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ _______ Patrols assigned area by vehicle or on foot to ensure compliance with existing parking ordinances, departmental and university policies

______ _______ Maintains close communications with dispatching staff, using two-way radios or cell phones

______ _______ Writes warnings and citations for illegally parked vehicles

______ _______ Marks tires of parked vehicles with chalk and records time of marking, and returns at regular intervals to ensure that parking limits are not exceeded

______ _______ Responds to and makes radio dispatch calls regarding parking violations and complaints

______ _______ Issues citations and warnings for non-compliance with a computerized hand held computer. Impound, boot or relocate vehicles as directed

______ _______ Assists in the collection and security of all monies received through parking meters, multi-space machines, pay on foot technology and any other means of collecting parking revenues and fees

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:

High school or equivalent
Minimum Experience:
0 - 6 months

Minimum Field of Expertise:

Skills: Administrative:
- Communicate with others to gather information
- Customer service
- Gather data
- Input data
- Maintain filing systems
- Maintain logs
- Understand and apply policies and procedures
- Understand and enforce regulatory guidelines
- Use database and/or word processing software

Skills: Machine/Equipment
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier
- Radios - vehicle mounted and/or hand-held

Supervises: Level:
- May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ______________________________ Date: ______________________________

Supervisor: ______________________________ Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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