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www.guttenbergnj.org

TOWN OF GUTTENBERG

PART TIME PARKING ENFORCEMENT OFFICER

The Town of Guttenberg is seeking individual/individuals for the position of Part Time Parking Enforcement Officer.

Under the supervision of the Public Safety Director and the direction and supervision of the Mayor, Board of Council the uniformed individual will hold the responsibility for enforcement of local ordinances and State laws governing parking of vehicles. Although related to law enforcement, this class does not carry firearms and is not empowered to take violators into custody. Incumbents will patrol the Town, according to established practices and procedures. This class is distinguished from Parking Enforcement Supervisor in that the latter class provides supervision to Parking Enforcement Officers.

The individual or individuals selected for this position shall be expected to:

- Issue summonses electronically or in hand written form 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.
- Records time, and returns at specified intervals to issue summonses to vehicles remaining in the area in violation of time limitations.
- Gives testimony in court pertaining to summonses issued.
- Prepares reports of work activities.
- May operate a motor vehicle in connection with this work.
- 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.

Individuals interested in being considered for this position should submit an application to the Guttenberg Town Administrator, Michael Caliguiro via email to townadministrator@myguttenberg.com no later than October 14, 2016 at 3:00 P.M.

Salary for this position set by Town's ordinance.