

## TRAFFIC CONTROL OFFICER

100-A

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the enforcement of laws and ordinances relating to traffic control in a municipality. The duties consists primarily of routine foot patrols and assisting the police department with vehicular traffic flow problems. This position is a seasonal position which would not require police training nor the carrying of a weapon.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Patrols a specific area on an assigned shift on foot;

Issues Uniform Traffic Tickets for improperly/illegally parked cars;

Directs traffic and maintains order for special events;

Answers questions for and directs the public;

Makes daily reports of activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the geography of the municipality; good knowledge of state laws and local ordinances pertaining to parking enforcement; knowledge of the department's standard operating procedures; ability to understand and execute complex oral and written directions; good judgment; tact; and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

*SPECIAL REQUIREMENT:* Possession of a valid appropriate class driver's license.

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Created: 10/29/02

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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