

# Albany Parking Authority

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TO: All City of Albany Departments & Divisions  
SUBJECT: Notice of Job Opening – Traffic Safety Aide

The **Albany Parking Authority** has a vacancy for the position of **Traffic Safety Aide** at a rate of **\$33,501/year @ 40 hours/week.**

The schedule for the position will be the following:

**Full time- hours to be determined**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for the position will need to visit the City of Albany Civil Service Employment Portal to apply online. <http://jobs.albanyny.gov>.

Section 62-1 of Chapter 62 of the Code of the City of Albany (Residency Requirement) is **Not** a requirement for the position.

**An Equal Opportunity /Affirmative Action Employer**

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Assistant Secretary/Treasurer

## **TRAFFIC SAFETY AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This class is responsible for attaching a locking device (“boot”) to the wheel of vehicles that have been identified as “scofflaws” because of non-payment for parking violations. The incumbent will also be assigned to post “Emergency – No Parking” signs to delineate parking areas. The work is performed under the direct supervision of the Albany Parking Authority.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Attaches boot to wheel of vehicles to prevent the use of the vehicle;
- Arranges for towing of “scofflaw” vehicles or illegally parked vehicles;
- Cleans and repairs locking devices;
- Posts “Emergency – No Parking” signs to delineate parking areas;
- May assist other personnel by placing barricades during emergencies or other activities;
- May assist in traffic control at parades or special events;
- May provide courier service to all locations of City offices;
- May assist Public Service Officers as assigned;
- May issue summons to vehicle in violation of parking laws, ordinances and regulations;
- Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Ability to follow written and oral directions;
- Ability to lift moderately heavy equipment such as locking devices, traffic cones and barricades;
- Physical dexterity;
- Ability to learn and comprehend moderately complex traffic laws, rules and ordinances;
- Ability to learn the practices and procedures of traffic control and enforcement;
- Ability to learn geographic areas such as streets, roads, buildings, facilities, etc.;
- Ability to utilize personal computers (may be hand held);
- Ability to keep simple, practical records;
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience involving considerable public contact.

**SPECIAL NOTE:**

A candidate for employment must successfully pass a complete background check including fingerprint processing.

**SPECIAL REQUIREMENTS:**

A valid New York State driver's license is required at the time of appointment and for the duration of employment.

Revised:

2/27/95-Non-competitive

11/28/00

3/31/04

7/26/05

3/27/13-Competitive

3/25/15