



JOB ADVERTISEMENT

Parking Enforcement Agent

Part-time \$15.00 per hour

The Village of Lake Orion (pop. 3,200) is currently accepting applications for Parking Enforcement Agents. Must be willing to work flexible hours, including evenings, weekends and holidays. Parking Enforcement Agents are employees of the Police Department, Parking Bureau. This is a non-sworn, non-uniform part-time position that does not operate police department vehicles. Vest will be worn at all times while on duty identifying as "Lake Orion Parking Enforcement". Reports to the Lake Orion Police Department.

Requirements and Eligibility

- Must be at least 21 years old and a resident of Michigan and possess a valid driver's license.
- Must have no Felony convictions, or be a respondent in a personal protection order.
- Must have good communication skills, and work well with the public.
- Must have a clear and working knowledge of smart cellular and basic computer technology.

Expectations and Responsibilities

- Must be able to regularly work one or more weekly shift assignment.
- Perform parking enforcement inspection and follow up for violations within each shift in the Downtown Parking District for on-street parking and at the time limited municipal and public/private parking lots within the Downtown Parking District.
- Uphold and follow police department policies and procedures where applicable.
- Maintain good communication skills and ability with Downtown District guests, residents and businesses and have a working knowledge of Lake Orion parking laws, ordinances and department procedure.
- Maintain a working knowledge and ability to perform parking enforcement duties using required telephone, printer and computer database.
- Be polite and courteous in the performance of their duty.
- Be available and able to attend all court appearances as required.
- Use and maintain police department parking enforcement equipment with care.
- Perform additional parking enforcement related duties and assignments at the direction of the Chief of Police.

Compensation

Part-time Parking Enforcement Agents will be paid \$15.00 per-hour as of January 1, 2019. No other compensation, leave time, sick time or other benefits are included. Pay increases will be determined by the Village Manager.

Application

Interested candidates should send completed Village of Lake Orion employment application to: Village Clerk, Village of Lake Orion, 21 E. Church Street, Lake Orion, MI 48362 or e-mail galeczkas@lakeorion.org. For a copy of the employment application form, please visit our web site at:

<http://www.lakeorion.org/images/forms/employment/Employment%20Application%20-%20Part-Time.pdf> The position posting will remain open until filled. THE VILLAGE OF LAKE ORION IS AN EQUAL OPPORTUNITY EMPLOYER.