



Career Service Authority
County Court Parking Magistrate

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GENERAL STATEMENT OF CLASS DUTIES

Conducts informal dispositions, arraignments, and final hearings of defendants charged with municipal parking violations.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Administrative Hearings Technician, where the incumbent is involved in conducting county level hearings and renders binding decisions in matters concerning alleged intentional program violations by recipients of public assistance benefits. This class is also distinguished from the Judicial Assistant IV which performs master level technical work supporting multiple divisions and/or works in multiple courtrooms across divisions, for various judges and judicial officers. This class is distinguished from the Entry Para legal which performs entry level paraprofessional legal work providing technical support and legal research services to attorneys.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgments are required within the parameters of the job function.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Conducts informal dispositions and renders decisions on matters concerning alleged parking violations and/or booted vehicles.

Provides an orderly process for hearing testimony, taking sworn testimony, ruling on evidence presented, questioning witnesses and preparing tape recordings of proceedings to determine validity of sighted parking violation.

Conducts non-judicial administrative vehicle impoundment hearings and all related activities in accordance with County Court rules and regulations.

Issues written decisions containing findings of facts and law to all parties involved in vehicle impoundment hearings.

Reviews and evaluates testimony and evidence presented by parties; analyzes parking histories and violations to determine if fines/fees are reduced or waived and meet established guidelines by County Court.

Explains and communicates policies and procedures regarding the disposition of parking tickets and all related administrative activities and functions.

Adjudicates fines on parking tickets, signs waivers of boot fees, and authorizes towing delays; explains guidelines, City ordinance, rules, and procedures that apply to an individual case;

Educates and assists the public through knowledge of policy and procedure, ordinances and statutes, provides the public with general and/or explanatory information as well as answers questions without giving legal advice.

Enters fee/waiver data into computer and prepares various reports.

Processes documents, legal orders and other forms of information in accordance with court procedures, legal precedents or other procedures i.e. processes court cases returned from court and inputs the dispositions into the computer.

Maintains confidential records and information.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty – Displays high standards of ethical conduct and understand the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Reading – Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Conscientiousness – Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Problem Solving – Use logic to identify and solve problems for the assigned functional and/or operational area. Considers well-defined choices, where there are a limited number of possible actions and the impact is limited to the assigned functional and/or operational area.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Conflict Management – Minimizes confrontations, disagreements, complaints and grievances and resolves them in a constructive manner.

Writing – Uses correct English grammar, punctuation, and spelling communicate thoughts, ideas, information, and messages in writing.

Customer Service – Works and communicates with customers to ensure they are treated with respect, courtesy, and fairness.

Speaking – Uses correct English grammar to organize and communicate ideas in works that are appropriate to listeners and situations; uses body language appropriately.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Stress Tolerance – Deals calmly and effectively with high stress situations (for example tight deadlines, hostile individuals, emergency situations, dangerous situations).

Reasoning – discovers or selects rules, principles, or relationships between facts and other information.

Memory – Recalls information that has been presented previously.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Skill in writing, expressing ideas and facts clearly and utilizing proper grammatical form.

Knowledge of applicable rules of evidence and proper hearings procedures sufficient to be able to conduct hearings.

Skill in independently reviewing, interpreting and applying testimony and exhibits, written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.

Skill in using a computer for data entry and retrieval.

Knowledge of addition, subtraction, multiplication and division sufficient to be able to perform simple calculations.

Skill in reacting calmly and effectively in stressful situations.

Skill in establishing, communicating, and maintaining effective working relationships with other employees, departments, organizations, and the public.

Physical Demands:

Sitting: Remaining in the normal seated position.

Handling: Working with hand(s)

Fingering: Working with fingers.

Talking: Expressing or exchanging ideas by means of spoken words.

Hearing: Perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: Performing work through using two or more.

Working Environment:

Pressure due to high volume of customer traffic and written correspondence to/from the public.

Pressure due to working with irate customers, multiple telephone calls and inquiries.

Subject to a variety of constant interruptions and unpredictable situations.

Education Requirement:

Graduation from high school or possession of GED Certificate.

Experience Requirement:

Three years of highly responsible and independent clerical experience in a court or legal setting at the type and level of Judicial Assistant III.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the education and experience requirements with the exception of the three years of experience in a court or legal setting.

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 03/23/2008

REVISED BY: Lori Mack

CLASS HISTORY This class was originally established on 09/16/95. This is an update to the class spec and pay grade.