



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
TRAFFIC CLERK
Classification Specification
(Classified)

JOB SUMMARY

The Traffic Clerk, a non-sworn position, reports to and receives guidance and direction from the Traffic Bureau Commander, Watch Commander, Traffic Specialist and/or designee. Under direct supervision, performs a variety of clerical tasks, and assists general public regarding all matters related to parking and traffic.

SUPERVISION RECEIVED

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ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Traffic Clerk position. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Assist the Traffic Bureau Commander and Traffic Specialist
- Assists general public in person or by phone.
- Performs a wide range of clerical tasks, such as typing and filing.
- Enters and maintain parking and moving citation records into the appropriate system.
- Performs vehicle inspections as required.
- Processes vehicle releases of stored & impounded vehicles.
- Perform other duties as necessary and required.
- Administers the daily functions related to the cities red light camera program
- Due to the uniqueness of the position, the incumbent is required to perform at a high level of service with very little supervision.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from High School or GED equivalent.
- One (1) year of experience working as a Parking Enforcement Officer for a Public

Agency is highly desirable;

- Or a combination of education and/or experience that clearly demonstrates the abilities necessary to perform the job.

Knowledge, Skills and Abilities:

- Working knowledge of state, local laws and ordinances and regulations pertaining to vehicles and traffic operation.
- Ability to learn and acquire a working knowledge of criminal and vehicle codes and differentiate between the two.
- Ability to follow written and oral directions.
- Ability to obtain information from patrons.
- Ability to meet and deal with the general public in a courteous manner.
- Ability to write clear and concise reports.
- Ability to analyze situations quickly and objectively.
- Ability to cope with emotional situations firmly, courteously, and tactfully.
- Ability to react quickly and calmly to emergency situations and/or requests.
- Ability to communicate concisely orally and in writing.
- Ability to maintain accurate records.
- Ability to operate personal computer terminal, and other necessary office machines and equipment.
- Ability to maintain effective working relationships and deal tactfully, effectively and courteously with the general public, staff members, community groups and other agencies.
- Ability to sit for up two (2) hours at a time.
- Ability to stand, stoop and walk during the course of performing job.
- Ability to lift up to 15 pounds.

Licenses, Certificate and/or Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this job, the employee may frequently be required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 15 lbs.. Employee will use arms to reach, hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception and the ability to adjust and focus. Noise levels are moderately to loud when outdoors.