



Office of Human Resources
County Court Parking Magistrate - CL1868
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General Statement of 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.

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.

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.

Competencies

Decision Making – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

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.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentation, listens to other, and attends to nonverbal cues.

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.

Knowledge & Skills

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.

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.

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

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of highly responsible and independent clerical experience in court, law enforcement or legal setting at the type and level of Judicial Assistant III.

Education & Experience Equivalency

None

Licensure & Certification

None

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.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

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.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: L-620

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: