



Office of Human Resources  
Photo Enforcement Agent II - CN3263  
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### General Statement of Duties

Enforces compliance with posted speed limits and red-light traffic control devices through setting up and monitoring photo-radar equipment and monitoring automated red light camera enforcement locations, equipment, and procedures to ensure proper operations based on established guidelines. Issues violation citations generated by the automated photo enforcement program in accordance with Denver Revised Municipal Code (DRMC) and Colorado Revised Statutes (CRS) governing Automated Speed/Red-Light Enforcement. Performs inspection work and training, ensuring and enforcing compliance of City rules, regulations, and ordinances regarding speeding and red light enforcement using Automated Vehicle Identification systems. Performs court related process including testimony and disposition.

### Distinguishing Characteristics

This class is distinguished from the "Photo Enforcement Agent I", which focuses on the enforcement of speed and red light regulations through the issuance of citations for violations of the Denver Revised Municipal Code (DRMC), rules and regulations governing speed and red light violations using Automated Vehicle Identification systems.

### Level of Supervision Exercised

None

### Essential Duties

Performs the duties of a Photo Enforcement Agent I including enforcing traffic codes by issuing notices and citations for speeding and red light violations, explaining codes and regulations regarding photo speed and photo red light violations to the public, and maintaining daily activity logs and records.

Prepares court packets, track court cases and testify in Photo Red Light Enforcement court cases while applying accurate job knowledge when testifying to ensure program integrity.

Reviews and processes Photo Enforcement Penalty Assessment Notices (PAN) for appropriate disposition and follows through on PAN process including court filings of successful serves.

Reviews and responds to Photo Enforcement correspondence received by the Photo Enforcement Unit and provides information for customer service calls.

Provides training and support for Photo Enforcement Agents regarding photo speed and photo red-light process and procedures.

Ensures all photo speed vehicle maintenance schedules are maintained and assists with photo enforcement equipment up-keep.

Performs other related duties as assigned.

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

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

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

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.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

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

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Skill in operating a motor vehicle.

Skill in interpreting and enforcing speeding and red light regulations.

Skill in investigating and analyzing information relative to the work assignment.

### **Education Requirement**

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

### **Experience Requirement**

Four (4) years of experience as a Photo Enforcement Agent I.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for one year of the minimum experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Obtain a Special Police Officer Certification from the Manager of Safety's Office after undergoing background check for this purpose to issue photo radar citations in the City & County of Denver in accordance with the City Charter and the DRMC. Failure to obtain and maintain certification will result in withdrawal of position offer or termination.

Obtain and maintains Doppler Traffic Radar Operator Certification from Denver Police Dept.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Temperature Changes: variations temperature from hot to cold.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Hazards: conditions where there is danger to life, body, and/or health.  
Atmospheric Conditions: conditions that affect the skin or respiratory system.  
Subject to pressure for multiple calls, inquiries, and interruptions  
Subject to varying and unpredictable situations.

**Level of Physical Demand**

3-Medium (20-50 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 within an enclosed environment (vehicle) for extended periods of time.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

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.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

**Background Check Requirement**

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Licenses/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: N-617**

**FLSA Code: N**

**Established Date: 4/5/2020**

**Established By: SO**

**Revised Date:**

**Revised By:**

**Class History:**