



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950  
[www.cityofhawthorne.org](http://www.cityofhawthorne.org)  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

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## **PARKING ENFORCEMENT OFFICER II**

(FULL-TIME CLASSIFIED)

(OPEN-COMPETITIVE)

**SALARY:** \$3,609 to \$5,262 per month (\$20.82- \$30.35 per hour)

**OPEN DATE:** Friday, September 4, 2020

**FINAL FILING DEADLINE:** Open until filled. Continuous Recruitment.  
This recruitment may close without notice.

### **THE POSITION**

Under general supervision, patrols assigned areas in the enforcement of all parking laws and regulations as per department rules and regulations. The Parking Enforcement Officer II - although not a sworn position, reports to and receives guidance and direction from the Watch Commander and/or the Watch Commander's designated assistants.

### **ESSENTIAL FUNCTIONS**

The following is a list of typical duties assigned to the Parking Enforcement Officer II. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Under general supervision to patrol an assigned area and to enforce all parking laws and regulations;
- Gives directions and information;
- Issues parking citations;
- Due to the uniqueness of the position, the incumbent is required to perform at a high level of service with very little supervision;
- Maintains effective working relationships with the general public, supervisors and subordinates;
- Performs other related work as assigned.

### **QUALIFICATIONS**

#### **Education, Training, & Experience:**

Graduation from high school or GED and;

Three (3) years of experience working as a Parking Enforcement Officer for a Public Agency.

#### **Certification/License:**

A valid California Driver's License and an acceptable driving record.

## **RECRUITMENT PROCESS**

The required application materials may be obtained at [www.cityofhawthorne.org](http://www.cityofhawthorne.org).

**COMPLETED APPLICATIONS MAY BE SUBMITTED VIA E-MAIL AT [HR@CITYOFHAWTHORNE.ORG](mailto:HR@CITYOFHAWTHORNE.ORG) OR BY FAX AT 310-978-9860.**

**Note:** *A resume will not be accepted in lieu of the completed required City application form.*

All information supplied by an applicant is subject to verification. The acceptance of an application for the position depends on whether or not an applicant clearly meets the qualifications for the position as stated above. Incomplete applications may be rejected from consideration.

Those applicants who most closely match the desired qualifications will be invited to participate in the examination process, which will consist of an oral appraisal examination (weighted 100%) to assess the applicant's knowledge, education, experience, and general ability to perform the essential functions of the position. An applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the City of Hawthorne Human Resources Department at (310) 349-2950 or at least 72 hours in advance of the established testing date.

Candidate(s) who complete the testing and selection process with acceptable results will be considered by the hiring Department. A comprehensive background check is conducted which includes employment reference checks and fingerprinting through the California Department of Justice and a pre-placement medical examination is required.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

\*\*The City of Hawthorne offers an excellent benefits package including CalPERS retirement, comprehensive medical insurance, city paid vision, optional dental and other ancillary benefits. The city also provides educational reimbursement, retention pay, 12 paid holidays, 40 hours of personal time as well as vacation and sick time accruals.

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