



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

# EMPLOYMENT OPPORTUNITY

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## **PART-TIME PARKING ENFORCEMENT OFFICER** OPEN - COMPETITIVE RECRUITMENT (PART-TIME/NON-CLASSIFIED)

**SALARY RATE: \$20.23 PER HOUR**

**OPEN DATE: September 22, 2020**

**CLOSING DATE: Open Until Filled.**  
**This recruitment may close at any time without advanced notice.**

The Parking Enforcement Officer -- although not a sworn position, reports to and receives guidance and direction from the Watch Commander and/or the Watch Commander's designated assistants. Under general supervision, patrols assigned areas in the enforcement of all parking laws and regulations as per department rules and regulations. (THIS POSITION REQUIRES SHIFT, EVENING, HOLIDAY, AND WEEKEND WORK.)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following examples are intended to describe the general nature and level of work performed by persons assigned to this position 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.
- Performs other related work as requested and assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education, Experience and/or Training:**

Graduation from high school OR GED and;

At least six (6) months of experience working as a Parking Enforcement Officer for a Public Agency.

A valid California Class C Driver's License with an acceptable driving record is required at time of hire.

**License, Certificates and/or Special Requirements:**

A valid California Class C Driver's License with an acceptable driving record is required at time of hire.

**RECRUITMENT PROCESS**

The required application materials may be obtained at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). You can call the Human Resources Department at 310-349-2950 with any questions during the hours of Monday – Thursday from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m. Applications can be submitted by mail, email and/or fax. You can email application materials and/or recruitment questions to [hr@cityofhawthorne.org](mailto:hr@cityofhawthorne.org).

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

All applications will be reviewed and evaluated based on the information submitted at the time of filing to determine the level and scope of the candidate's qualifications for the position. All information supplied by an applicant is subject to verification. Incomplete applications may be rejected from consideration.

Those applicants who most closely meet the minimum qualifications and/or desirable qualifications will be invited to participate in the examination process, which may consist of an oral interview. The oral interview will 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.

If selected a conditional employment offer will be made and the candidate will participate in a pre-employment process, which may include a comprehensive background check (employment reference checks and fingerprinting through the California Department of Justice) and a pre-placement medical examination.

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