**Position Announcement**

314 Mill Street, Occoquan, VA 22125

www.occoquanva.gov

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| Position: PARKING ENFORCEMENT OFFICERS | Salary: Starting at $15 per hour |
| Department: POLICE | Work Schedule: 10-24 hours per week for 5- to 8- hour shifts. Flexible daytime hours weekdays + weekends. |
| Position Type: Part-Time, Multiple positions open |
| OPENS: Continuous  | CLOSES: Until filled |

Contemplating a role in law enforcement? Interested in learning how best-in-class community policing works? Looking for a unique role that is outdoors and public facing?

Join us on the Occoquan Police Department! As a Parking Enforcement Officer, you will learn first-hand how a positively engaged police department contributes to the community it serves. The OPD and its officers have repeatedly been recognized for their outstanding service. Here is your chance to learn from some of the very best.

WHAT YOU WILL BE DOING

* Actively patrolling – outside and on foot – the parking areas within our historic district to identify and issue citations and warnings for parking and vehicle registration violations.
* Engaging with the public in a positive, courteous manner to answer questions regarding parking regulations, street locations and locations of addresses.
* Responding to parking complaints (with support of supervisors whenever needed).
* Appearing in court when required to testify on tickets issued.

WHAT WE PROVIDE

* All training on our ticketing system and answers to frequently-asked-questions about our town.
* Flexible scheduling – we ask for a minimum commitment of 10 hours per week.
* Mentorship opportunities with award-winning police officers.
* Opportunities for working patrol (with other officers) and courtroom observations, if desired.

WHAT WE NEED FROM YOU

* Comfortable with extensive walking and standing outdoors.
* Ability to work independently under general supervision.
* Ability to cope with stressful situations in a courteous, tactful, but firm manner.
* Have a Virginia driver’s license and be at least 18 year of age.
* Free of felony/moral turpitude crime convictions (you need to be able to testify in court if needed).

**Disclaimer***: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.*

The Town of Occoquan is an Equal Opportunity Employer (EOE) and is fully committed to the principles of equal employment opportunity. The Town maintains and promotes equal opportunity for all employees and applicants for employment in accordance with relevant state and federal laws. The Town will not discriminate on the basis of race, color, religion, sex, national origin, age, or physical or mental disability unrelated to the ability to perform the essential functions of the position.