**JOB DESCRIPTION**

**Traffic Officer**

**Definition of Class**
This position provides guidance to other parking enforcement employees engaged in writing citations for parking violations, and is responsible for vehicle immobilization, when warranted. This position reports to the Manager of Parking Services.

**Examples of Work Performed**
Enforces University parking regulations and traffic laws; interprets and explains parking regulations and traffic laws to the public; trains employees in their enforcement responsibilities, and ensures consistent enforcement.

Provides guidance to other parking enforcement employees by designating campus geographical areas to be patrolled; matching parking decals and hang tags to designated parking areas; inspecting individual work production and providing feedback; teaching positive communication techniques when interacting with the public, and ensuring a professional appearance of parking enforcement personnel.

Employs parking enforcement personnel in a positive crime prevention mode; remains abreast of crime trends and problem areas on campus; stays alert for potential criminal activity, and reports crimes in progress or suspicious behavior.

Coordinates immobilization of vehicles, employing necessary equipment; directs towing of vehicles as required.

Serves as the Parking and Transportation Department interface with the Student Board of Traffic Appeals and the Faculty/Staff Board of Traffic Appeals; prepares traffic cases for the boards, defines circumstances surrounding citations, and explains parking regulations to board members as required.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department

1. Provides daily Parking and Transportation Department oversight of other parking enforcement employees.
2. Assists in the training of other parking enforcement employees in the performance of their duties.
3. Promotes a positive relationship with the public.
4. Integrates parking and traffic enforcement into the overall crime prevention effort.
5. Represents the Parking and Transportation Department in traffic appeals cases before the appropriate appeals board.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close, color, and distant vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbents are frequently required to stand and walk. The incumbents are occasionally required to sit; talk and hear; using hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch and bend; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

Licensure:
Must have a valid State of Mississippi driver’s license.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources

Interview Requirements
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.”

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.