



TERRILL BARNES
Human Resources Director

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The City of Chillicothe Civil Service Commission is accepting **INTERNAL/EXTERNAL** applications to establish an eligibility list for the following positions:

Parking Enforcer/Meter Maintenance

POLICE DEPARTMENT

Hourly Rate: \$21.17-\$24.54

**APPLICATIONS ACCEPTED: JUNE 18-
JULY 2, 2024**

Applications are available on the City of Chillicothe's website:

https://www.chillicothe.com/departments/human_resources.php.

Applications along with a resume must be submitted to

HR@chillicotheoh.gov, no later than 4:30 P.M. on closing date.

NATURE OF WORK:

The Parking Enforcement Officer is responsible for enforcing the parking regulations and other specified sections of the Chillicothe City Code. Officers will patrol assigned areas on foot and/or in a vehicle issuing citations or taking other appropriate actions. The officer performs clerical duties, including computer operation, in the absence of the Clerk, or assists the Clerk when necessary. This officer will repair meters as needed. This is a union position. The probation period for this position is 90 calendar days.

ESSENTIAL JOB FUNCTIONS:

Responds to parking complaints and takes appropriate action.

Proactively patrols assigned areas on foot or in a vehicle.

Issues computerized or hand written citations.

Collects money from courtesy meters/boxes.

Assists with counting and depositing meter collections and fines.

Checks meters to verify malfunctions or damages.

Bags meters when necessary.

Prepares reports, use of general and specialized computers.

Gives directions and information to the public.

Performs duties of Data Entry Clerk, including preparing and making deposits, when needed.

Issues court summons on violations when appropriate.

Orders towing of vehicles.



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Assists in traffic control.

Assumes additional responsibilities and performs other related duties as needed.

REQUIRED EXPERIENCE/TRAINING:

Must maintain a valid Ohio Operator's license.

Must have an acceptable driving record.

Must be able to pass a background check and attain a Leads Certification.

A full job description is available in the Human Resources Office.

The City of Chillicothe is an Equal Opportunity Employer

