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**PERSONNEL * EQUAL OPPORTUNITY EMPLOYMENT * FAIR HOUSING *
PURCHASING**

PLEASE POST CONSPICUOUSLY

February 2, 2012

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Public Service Officer
Albany Police Department

The **Albany Police Department** has four (4) vacancies for the position of **Public Service Officer** at a rate of **\$26,318/year @ 40 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Friday, February 17, 2012.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
FRIDAY, FEBRUARY 17, 2012

An Equal Opportunity /Affirmative Action Employer

PUBLIC SERVICE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the enforcement of laws, ordinances, and regulations pertaining to vehicular parking. Working on assigned shifts, the incumbents' work involves the issuance of traffic infraction summonses. Work is performed primarily out of doors. Incumbents work under the general supervision of uniformed police personnel and under the direct supervision of the Public Service Officer Supervisor. Once assignments are given, workers of this class are given considerable leeway in carrying out details of assignments.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Issues summons to vehicles in violation of parking laws, ordinances and regulations;
- Performs routine checks of traffic regulation signs and signal devices in need of being repaired or replaced and reports same;
- Answers questions for and directs the public in locating public facilities and parking areas;
- Assists uniformed police personnel in directing and regulating vehicular and pedestrian traffic in congested areas such as parades, demonstrations, etc.;
- Prepares reports as required;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to learn and comprehend moderately complex traffic laws, rules and ordinances;
- Ability to learn the practices and procedures of traffic control and enforcement;
- Ability to learn geographic areas such as streets, roads, buildings, facilities, etc.;
- Ability to utilize personal computers (may be hand held);
- Ability to be courteous yet firm with the public;
- Ability to understand and carry out moderately difficult written and oral instructions;
- Ability to write legibly and prepare simple reports;
- Integrity, sound judgement;
- Tact, courtesy;
- Neat appearance;
- Willingness to work out of doors in a variety of climatic conditions;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL NOTE: A candidate for employment must successfully pass a complete background check including fingerprint processing.

Revised: 07/19/78
02/19/86
09/26/00
02/28/01