



Code: 7404
Family: Legal and Regulatory
Service: Operation and Construction
Group: River, Harbor, and Transportation
Series: Parking Attendance

CLASS TITLE: TRAFFIC ENFORCEMENT TECHNICIAN

CHARACTERISTICS OF THE CLASS

Under supervision, participates in the City's Automated Speed Enforcement program verifying speed enforcement incidents, and performs related duties as required

ESSENTIAL DUTIES

- Reviews photographic evidence captured by automated speed enforcement camera equipment to validate Municipal Code violations
- Reviews photographic evidence and event data, associated with potential speed violations captured by automated speed enforcement cameras
- Applies criteria as defined by the City of Chicago Municipal Code and accepts or rejects incidents as speed violations
- Obtains registered owner information from various Departments of Motor Vehicles
- Enters license plate numbers and related data into a personal computer (PC) to document such facts such as vehicle, location, time of day
- May retrieve and record requested photo images, as required
- Prepares daily activity reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of work experience in operating personal computer equipment and using standard personal computer software packages

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- Fast paced office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *clerical methods, practices, and procedures
- *applicable computer software packages and applications (e.g., Microsoft Word, Excel, Outlook email)
- *English language spelling, punctuation, and grammar
- *alphabetical or numerical classification of information

Some knowledge of:

- *report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- LOGICAL THINKING – Assess a set of facts or situation in order to make deductions that lead to a certain conclusion either rationally or based on a set of criteria

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2013