



## **TOWN OF HULL**

### **Hull Police Department**

### **Job Announcement:**

***The Town of Hull Police Department is currently seeking to fill the position of:***

#### **JOB TITLE: Parking Enforcement Attendant**

**ESSENTIAL JOB FUNCTIONS** : Responsible for the enforcement and issuance of citations for parking violations of municipal and state laws, regulations and ordinance on street, parking lots on foot and by vehicle.

Uses hand-held computerized ticket writer and/or manually writes violations as necessary.

Provides customer service to the public concerning parking regulations, and directions.

Monitors parking signage reporting any damaged, faded, or missing signage observed.

Check meters for proper function and reports meters that are broken, missing, or vandalized.

Duties to include, but not be limited to parking enforcement, answering phones, permit sales, citations processing, and customer service.

**SCHEDULE & SALARY:** This is a seasonal part time position (4) to (8) hour work days, including weekends, 4th of July, and Labor Day. The schedule may be adjusted for inclement weather. The position pays **\$16.00** per hour, a uniform will be provided:

**MINIMUM QUALIFICATIONS REQUIRED:** High School Degree or GED.

Self-Motivated with Customer Service skills.

Valid State of Massachusetts Drivers License.

Knowledgeable of applicable state, federal and local laws, rules, and regulations.

**Skill in:** Interacting tactfully and effectively with supervisor, employees, and members of the public.

Using tact, discretion, initiative and independent judgment within established guidelines.

Operating computers, devices, and applicable parking software programs as well as proficiency in Microsoft Word and Excel spreadsheet software.

**Ability to :** Tactfully and effectively interact with the public.

Independently perform the duties and responsibilities aforementioned.

**Other Requirements:** Must be willing to adjust work hours as directed or to meet operational demands.

**Competencies and Personal Characteristics**

- Honest and Accountable.
- Collaborative work style with an ability to work well with others
- Organizational skills.
- Excellent internal and external communication skills.

**Knowledge, Skills and Abilities**

Skill in:

- Verbal & Written Communication
- Strong interpersonal skills to communicate with a variety of people with diverse personalities
- Microsoft Word, Excel, and PowerPoint applications.

And ability to:

- Be trained in the processing and logging of Parking Ticket Permits
- Be training in the issuing of Parking ticket Citations

**Applications Requirements:**

1. Town of Hull Employment Application
2. Letter of Interest
3. Resume



**Submission Information:**

Applicants may submit their letter of interest and resume to either of the following;

Email: [nreilly@hullpolice.org](mailto:nreilly@hullpolice.org) or via U.S. Mail to the address below:

**US Mail:**

**Deputy Chief Neil Reilly  
Hull Police Department,  
1 School Street, Hull, MA 02045**

