

TRAFFIC INFRACTION ENFORCEMENT OFFICER-CONTRACT

BENEFIT GROUP: CG

JOB CODE: XZM28

PAY GRADE: 15

AUTHORIZED STRENGTH: 1

PAY RANGE: Min: \$17.62 per hour
Mid: \$22.04 per hour
Max: \$26.46 per hour

NATURE OF WORK:

Performs administrative and investigative work in the area of Red Light Traffic Infraction Enforcement Operations. Employees assigned to this position review photos, videos, and Department of Motor Vehicle information for red light camera violations. Violations are enforced in accordance with chapter 316 of the State Uniform Traffic Code. An employee assigned to this classification is responsible for making decisions requiring independent judgment and must exercise tact, firmness, and initiative during contact with public. Work is reviewed through periodic checks, conferences, analysis of reports, and evaluation of results achieved.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Reviews possible red light infraction photographs, video, and data to determine violations and establish accurate identification of the motor vehicle involved in such infractions. Initiates and mails correspondence and violation notices listing the violations and orders appropriate action to be taken; initiates action against vehicle owners failing to comply; and prosecutes cases through the court system. Prepares and maintains records and reports of findings. Explains and interprets the corrective actions. Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of traffic data collection methods and techniques. Knowledge of court procedures, rules and evidence in a court hearing. Knowledge of motor vehicles make and models. Proficient with the use of personal computers, basic word processing, spreadsheets and database software. Possess efficient court room testimony skills and customer service skills. Ability to interpret red light camera photographs and videos. Ability to make sound technical decisions and act upon them. Ability to visually recognize red light infractions. Ability to interpret chapter 316 of the State Uniform Traffic Code with tact and impartiality. Ability to establish and maintain effective working relationships with employees and the public. Ability to maintain accurate records, reports and case files. Ability to communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATION REQUIREMENTS:

Associates degree with law enforcement coursework or related field and (2) two years experience in Law enforcement or Code enforcement or an equivalent combination of education training and experience. A valid Florida Driver's License is required. Must be Certified as a Traffic Infraction Enforcement Officer through the Selective Traffic Enforcement Program (STEP) or 1197 (STEP) for Red Light Cameras as approved by FDLE the Criminal Justice Standards and Training Commission as stated in Florida Statute 316.0083 or be a Certified Florida Law Enforcement Officer as approved by FDLE. Copy of Certification and Driver's License required at time of application.