

JOB ANNOUNCEMENT  
**PARKING ENFORCEMENT OFFICER**  
ROLLA POLICE DEPARTMENT

December 13, 2024

**GRADE CLASSIFICATION:** Z-2 Part-time, Non-Exempt

Salary Range: \$15.000 – \$20.461/hr (part-time, 25-30 hours per week)

**DESCRIPTION OF BASIC DUTIES:**

Patrols the downtown business district monitoring the different timed parking zones. This entails operating a 3 wheeled motor vehicle, marking tires of parked vehicles with chalk and writing parking tickets to those vehicles in violation of city ordinances. Patrols other areas of Rolla for parking violations and responds to parking complaints, as needed. This person also inspects parking lots with “no parking” signs to ensure that they meet the requirements outlined in ordinance to be approved lots for the purpose of having private property parking tickets written.

**SPECIAL QUALIFICATIONS:**

Must have a good knowledge of city parking ordinances. Must have the ability to add and tell time so as to be able to figure when a vehicle is actually over the time limit. Must be able to operate a three (3) wheeled motor vehicle. Must be able to follow and execute verbal or written instructions. Must be able to work constructively for long hours without immediate supervision. Must be able to hear and monitor a department issued two-way radio.

**EDUCATION:**

Must have graduated from an accredited high school and/or have GED equivalent.

**PHYSICAL DEMANDS:**

Employee is required to sit, walk, talk and hear. Frequently required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required include close vision and the ability to adjust focus. Must occasionally lift and/or move up to 50 pounds.

**OTHER REQUIREMENTS:**

- γ Must be a US citizen at least 18 years of age with the ability to read and write the English language.
- γ Must possess a valid Missouri Drivers License with at least a 3 wheeler endorsement at time of appointment.
- γ Must not have any felony convictions or disqualifying criminal histories; and be of good moral character and of temperate and industrious habits.
- γ Must pass a background investigation and a city-administered drug screen prior to employment.

**Must Provide Resume with Application to the Rolla Police Department,  
1007 N. Elm St., Rolla, MO 65401 or apply online at [www.rollacity.org](http://www.rollacity.org).  
Applications accepted until position is filled.**

AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS