



Immobilization (Booting) Enforcement Officer (Full-Time)

The Revenue Authority of Prince George's County is seeking a **Parking Enforcement Officer, Booting (PEO)** to undertake parking enforcement activities with the primary task of patrolling designated areas and beats within Prince George's County and to identify boot eligible vehicles and immobilizing the vehicles with approved booting mechanism. We are seeking someone who can work the morning shift, Monday to Friday, 4:00 am -12:00 p.m.

The agency is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other County agencies. Positions are paid directly through the Revenue Authority of Prince George's County payroll.

Qualifications/Skills Required:

- High school diploma or GED.
- 1 year of working experience, which demonstrates the abilities necessary to perform the essential duties
- Possession of a valid motor vehicle driver's license for at least 5 (five) years; must be able to pass a background investigation.
- Must be able to drive and walk for long periods of time (up to 8 hours per day) in a major metropolitan area.
- Ability to lift and carry objects of at least 35 pounds
- Ability to interact tactfully and effectively with those encountered in the course of the work, including hostile and irate citizens.
- Ability to effectively communicate both in written and verbal form in English.
- Ability to read, interpret, apply, explain and enforce laws, codes and ordinances governing the parking of motor vehicles in Prince George's County.
- Ability to establish and maintain effective working relationships with staff, public and other governmental agencies.
- Ability to analyze situations and determine appropriate course of action.

- Ability to prepare and maintain clear, concise and accurate documentation.

Responsibilities:

- Patrols designated parking areas thoroughly and diligently for purposes of monitoring, regulating and controlling parking.
- Ensures that vehicle usage is performed in a safe and defensive manner.
- Maintains a log to record vehicles booted or released.
- Citation Administration and Follow-Up
- Cites violations of the Prince George's County Code to vehicles found to be parked in violation of applicable regulations.
- Appear in court if citations are contested
- Develops strong partnerships with key stakeholders, Parking Enforcement Officers, Tow Companies, Pay Lock, Teletype, County Police, etc.
- Serves as the first line of notification when equipment at facilities designed for parking is in an unsafe condition or not in full and complete working order.
- Ensures vehicles are clean inside and outside.
- Represents the Agency to the public in a manner that is positive, knowledgeable, courteous, fair, authoritative, and within the scope of assigned duties at all times.
- Works according to job requirements to meet customer and co-worker deadlines.
- Demonstrates courtesy and respect and fairness to customers and co-workers.
- Willingly steps in to assist others and responds to requests in real time.

Why Should You Join Our Team

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, EAP services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclid=19000101_000001&jobId=552239&lang=en_US

Conditions of Employment

Must successfully complete background check and drug screening

Eligibility to Work

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

Closing Date

Open until filled.

Pay

\$21.00/hour non-exempt eligible for overtime