

ASSOCIATE TRAFFIC ENFORCEMENT AGENT**Duties and Responsibilities**

This class of positions encompasses supervisory work of varying degrees of difficulty in the traffic enforcement area. There are different assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

Assignment Level I

Under general supervision performs the following:

Supervises a squad of Traffic Enforcement Agents; reassigns, trains, and evaluates subordinate employees; monitors productivity; prepares reports; prepares and serves summonses for vehicles and pedestrians when required; testifies at hearing offices and court; investigates complaints and patrol problems; recommends disciplinary action; assists traffic enforcement personnel when injured or when involved in a confrontation; operates portable and vehicle radios; operates a motor vehicle.

Assignment Level II

Under direction, performs the following:

Supervises the operation of a district office of the Traffic Enforcement Division; assigns vehicles, equipment, and personnel for patrol and traffic control activities; makes field inspections and special field surveys; reviews and submits reports and recommendations; evaluates the work of field and office personnel; monitors productivity; responds to citizen complaints; supervises in-service training; institutes disciplinary action; interprets policies and procedures on traffic enforcement matters; is responsible for vehicles, property and equipment assigned to the district office; assists injured traffic enforcement personnel or traffic enforcement personnel involved in a confrontation; operates a motor vehicle.

ASSOCIATE TRAFFIC ENFORCEMENT AGENT (continued)

Assignment Level III

Under general direction, performs the following:

Assists an Administrative Traffic Enforcement Agent in supervising the operation of part of the traffic enforcement program; assigns personnel, vehicles and equipment; assists subordinates in the development of required skills; institutes disciplinary action; acts as hearing officer for disciplinary cases; resolves complaints concerning the operation of the traffic enforcement program; makes inspections of field offices and enforcement areas; assists traffic enforcement personnel when seriously injured, or when involved in a serious confrontation; may drive a motor vehicle. Is responsible for the franchise towing operation and the towing and pusher type operation conducted by the Bureau of Traffic on all parkways and expressways.

Qualification Requirements

All candidates must possess a Motor Vehicle Driver's License valid in the State of New York; and

1. High school graduation or evidence of having passed an examination for a high school equivalency diploma or U.S. Armed Forces GED certificate with a score of at least 35 on each of the five tests and an overall score of at least 225 in the examination for the diploma or certificate and two years of full-time, paid administrative, investigative, or related experience, at least one year of which shall have been in a supervisory capacity; or
2. A satisfactory equivalent. College, trade or vocational school subsequent to high school may be substituted on a year for year basis for experience. However, all candidates must possess the one year of supervisory experience as described above.

Direct Lines of Promotion

From: Traffic Enforcement Agent (71651)

To: Administrative Traffic
Enforcement Agent (10042)