



**Code: 1232**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Examining and Licensing

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## **CLASS TITLE: LICENSE ENFORCEMENT AIDE – CITY CLERK**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, the class enforces the city's vehicle wheel tax ordinance, issuing citations to vehicle owners violating the city's vehicle city sticker and license plate regulations. Enforces residential parking permit and other non-moving parking ordinances by issuing citation for non-compliance; and performs related duties as required.

### **ESSENTIAL DUTIES**

- Patrols assigned areas throughout the city including public garages to enforce the city's ordinances pertaining to vehicle stickers, permit parking, license plates and non-moving parking requirements
- Uses a laptop personal computer to check license plate numbers on vehicles against a State of Illinois database to review vehicle registration information and verify residency of vehicle owner
- Writes and issues citations to vehicle owners without a city vehicle sticker, with an expired city vehicle sticker, displaying an improper classification of city vehicle sticker, or with expired State license plates
- Visually inspects stickers displayed on vehicles and checks for security features to verify their authenticity
- Checks vehicle sticker numbers against list of known counterfeit numbers
- Writes and issues tickets to vehicle owners with fraudulent vehicle city stickers
- Completes required towing forms and follows established procedures to initiate towing of vehicle
- Inspects car dealerships and other fleet businesses to ensure vehicles are properly registered and display valid windshield and license plate decals
- Performs clerical support duties to assist office personnel during vehicle sticker renewal periods
- Responds to complaints from the public and aldermanic offices regarding vehicles violating vehicle sticker or residential permit parking regulations
- Maintains mileage log sheets and prepares work activity reports

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Willingness and ability to perform the duties of the job

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

### **WORKING CONDITIONS**

- Exposure to outdoor weather conditions

- Exposure to loud noise, fumes or dust

**EQUIPMENT**

- Hand-held or laptop computer and parking citation printer
- Personal protective equipment (e.g., shoes, gloves, vest)

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time
- Ability to carry/wear and operate hand-held computer and printer equipment

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Some knowledge of:

- geographical locations in the City
- customer service techniques

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.