

THE CITY OF OWENSBORO, KENTUCKY

is taking applications for the position of

# CITATION OFFICER

## PART-TIME/INTERMITTENT

Enforces City of Owensboro regulations/ordinances and Commonwealth of Kentucky laws relating to use of parking areas within the city limits. Duties include, but are not limited to: patrols assigned area in traffic enforcement vehicle or on foot; assists motorists and renders emergency first aid; enforces applicable laws and ordinances; prepares daily activity reports, citation records and other forms; requests ambulances and/or tow trucks; directs traffic; ensures removal of illegally parked vehicles by owners; ascertains condition of streets made hazardous by ice, snow, or fallen objects; receives, investigates, analyzes, resolves, and reports parking or traffic complaints from citizens; testifies in court when necessary; maintains and services assigned vehicle and equipment; carries out special projects and assists when requested with special events, such as: runs/walks, BBQ Fest, air show, etc.

### **QUALIFICATIONS:**

Requires a high school diploma or GED, valid driver's license, valid motorcycle operator's license. Must be able to regularly operate a 3-wheel vehicle for long periods of time. Must be able to use radio equipment and other equipment as assigned. Must be able to perform assigned duties while exposed to outside weather conditions (hot, cold, wet, humid, etc.). Must be able to perform each essential job function as required for the position.

**TO APPLY:** Your application must be received no later than **May 12, 2017**. Visit [www.owensboro.org](http://www.owensboro.org) to apply. Click on "Employment Opportunities"; then click on the position; follow directions on how to apply ( i.e., in upper right hand corner, click "Download Application" to complete application electronically, Save. Then click arrow in very upper left hand corner to go back to previous page; then click "Submit Application" and complete required information; then Click "Submit". You should receive a message telling you if your application was successfully submitted). If you have any difficulty, please call 270-687-8861. You may also email your job application directly to [halljd@owensboro.org](mailto:halljd@owensboro.org).

Applications can also be obtained by calling (270) 687-8861, or Toll-free (888) 616-8540. TDD/Voice (270) 687-4459. Mail paper applications to Jo Hall, Owensboro Police Dept, 222 East 9<sup>th</sup> Street, Owensboro, KY 42303. Application is required. Resume alone is insufficient. To confirm receipt of your application, call (270) 687-8861 prior to the deadline.

**DEADLINE TO APPLY**

**May 12, 2017**

**Visit [www.owensboro.org/police](http://www.owensboro.org/police) for further details**

**Click on "Career Opportunities"**



*The City of Owensboro is an  
Equal Employment Opportunity Employer.  
EEO/AA – M/F/V/D*

*ADA accommodations may be requested by calling 270-687-8542*