



Village of Watkins Glen  
303 N. Franklin Street  
Watkins Glen, NY 14891  
607-535-2736

Job Opening  
**Parking Enforcement Attendant**  
**(Part-Time)**  
Village of Watkins Glen

**LAST DATE TO FILE:** Applications accepted until vacancy is filled.

**SALARY:** \$16 - \$18/hr.

**HOW TO APPLY:** Interested candidates must submit an original Civil Service “*Application for Employment and/or Examination*” to the **Schuyler County Civil Service Office**.

Applications can be submitted via mail (105 Ninth St., Unit 21, Watkins Glen, NY 14891), email ([civilservice@co.schuyler.ny.us](mailto:civilservice@co.schuyler.ny.us)), fax (607-535-8193), or drop off box located outside of the County building or you can visit the office directly. Any questions feel free to call 607-535-8190.

**VACANCY:** At the present time, there are two (2) part time openings with the Village of Watkins Glen. This is a competitive title; therefore, you will need to take an exam at a later date and be reachable on the list to gain permanency in the title.

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**DISTINGUISHING FEATURES OF THE CLASS:** Enforcing parking regulation, issuing tickets for violations in accordance with village ordinances and regulations. Since this position involves extensive outdoors activities, an incumbent is exposed to varying weather conditions. The work is performed under general supervision of the Chief of Police, Sergeant-in-Charge, and/or Village Board. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Patrols (Covers) assigned routes and checks street and parking lot areas to detect parking ordinance violations; Issues summonses for standing violations; Tours downtown area to determine time duration of parked cars, digitally marks parked cars for time check and issues appearance tickets to offenders for illegal and overtime parking; Reports missing parking and/or signs that need repair; Advises drivers tactfully as to reasons of issuance of parking violation tickets; Provides information to the public concerning location of public and private parking facilities; May be required to appear in court, on occasion, regarding parking violations and summonses; May operate a motor vehicle in the performance of duties; Keeps a variety of simple records and prepares reports related to work. May assist during the

school year for one hour in the morning and one hour in the afternoon instructing children concerning proper places for crossing street and precautions that are to be observed;  
Directs traffic at school crossings.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the geography of the village and location of public and private parking facilities; working knowledge of the Motor Vehicle Law and local ordinances as they relate to parking violations; ability to deal with the public and express oneself clearly and concisely; ability to keep records and prepare reports; ability to understand and carry out oral and written instructions; ability to walk and stand for extended periods of time; willingness to work outdoors, occasionally under adverse weather conditions; physical condition commensurate with the demands of the position. Familiar with windows-based software systems.

If the position involves the operation of a motor vehicle, possession of the appropriate level New York State Motor Vehicle Operator's License required at the time of appointment.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Updated: October 30, 2025**