



**REVENUE
AUTHORITY
OF PRINCE
GEORGE'S
COUNTY**

Abandoned Vehicle Unit Officer (Full-Time) Monday through Friday 8:00a.m. – 3:30p.m.

The Revenue Authority of Prince George's County is seeking an **Abandoned Vehicle Unit Officer** to enforce parking regulations and abandoned vehicles on behalf of the Revenue Authority of Prince George's County. The Abandoned Vehicle Unit Officers' primary task is to conduct field inspections in response to complaints related to abandoned or hazardous vehicles on public streets and private property; enforce the County's parking regulations, allowing for towing, impoundment or relocation of vehicles parked in violation of the Prince George's County Code.

The Revenue Authority of Prince George 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 Prince George's County agencies.

Responsibilities include but are not limited to:

- Investigates complaints of abandoned vehicles within Prince George's County through personal observation, communication referrals, referrals from sworn personnel and abandoned vehicle notices
- Determines if vehicles need immediate tow and initiates tow and receipt of vehicles at the impound lot, as required
- Coordinates with other county departments on the removal of vehicles from private property locations
- Patrols designated parking areas thoroughly and diligently for purposes of monitoring, regulating and controlling parking
- Ensures that the vehicle tow paperwork is signed and returned to the Abandoned Vehicle team for processing and recordkeeping.
- Prepares Pre-Inspection Forms, signs for equipment daily, prepares inspector reports, citations, voids and incident reports, when required
- 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
- Performs simple vehicle maintenance procedures, such as checking oil, vehicle damage and tire pressure.

- 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
- Ability to interpret, apply, explain and enforce laws, codes and ordinances governing the parking of motor vehicles in Prince George's County
- Ability to use and access Motor Vehicle Administration and NCIC databases

Minimum Qualifications

- High school diploma or GED with three (3) years of working experience as a Parking Enforcement Officer, which demonstrates the abilities necessary to perform the essential duties
- Ability to drive and walk for long periods of time (up to 8 hours per day)
- Ability to lift, carry, push and/or pull an object of at least 50 pounds
- Possession of a valid motor vehicle driver's license with driving record dating back five (5) years
- Must be able to pass a background investigation
- Frequent kneeling, stooping, bending, crouching, standing and reaching
- Ability to use standard office equipment such as computers, telephones, photocopiers and fax machines.

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&ccld=19000101_000001&lang=en_US&jobId=9201237819689_1&&source=EN

Conditions of Employment

Must successfully complete a background check and drug testing

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.

How to Apply

Pay

\$21.00/hour Non-exempt - eligible for overtime

Closing Date

Open until filled.