

Traffic Officer
(Class Code 3214)

Competency List

1. Ability to communicate orally in order to receive instructions from and give instructions to co-workers, supervisors, and the public.
2. Ability to write clearly and legibly in order to accurately complete traffic citations, incident reports, and booting and impounding forms.
3. Ability to operate a two-way radio in order to communicate with co-workers and supervisors.
4. Ability to visually read traffic signs and read parking meters in order to identify parking violations.
5. Ability to operate a motorized vehicle or bicycle while visually inspecting for traffic violations.
6. Knowledge of Los Angeles Municipal Code and State Vehicle Code in order to identify vehicles in violation of parking regulations.
7. Knowledge of proper Department procedures in order to accurately complete traffic citations.
8. Knowledge of driving laws and procedures in order to safely operate motorized and non-motorized vehicles.
9. Ability to patrol assigned areas on foot in a timely manner in order to identify parking violations and issue citations.
10. Knowledge of proper enforcement procedures such as citing, booting and impounding.
11. Skilled in proper use of hand-held computer ticket writers.
12. Knowledge of proper hand/arm signals, and whistle usage in order to direct traffic.
13. Knowledge of proper usage of safety devices such as cones, barricades, and flares in order to direct traffic safely.
14. Knowledge of principles and methods used to control traffic in an effective manners.

15. Ability to interact tactfully and effectively with co-workers, supervisors, and irate citizens.
16. The ability to remain alert and focused in stressful environments, such as accidents sites and busy intersections.
17. Ability to stand continuously for 2 hours or more in order to direct motorized and pedestrian traffic at assigned areas.
18. Ability to get in-and-out of vehicle approximately 50 times a day in a timely manner in order to give parking citations.
19. The ability to work in adverse weather conditions, such as rain, and extremely hot and cold conditions.
20. Ability to read beat maps in order to become familiar with designated areas.
21. Ability to work independently with minimal supervision.
22. Knowledge of how to perform simple vehicle checks.
23. Ability to make sound decisions with no or minimal supervision in emergency situations wherein policy and procedures do not exist in order to handle the emergency situation.
24. Willing to work past regular assigned work hours and/or to report to work on non-scheduled days off.