

**PARKING SUMMONS ADVOCATE (FINANCE)**

**General Statement of Duties and Responsibilities**

Reporting to the Commissioner of Finance, ensures that respondents appearing at Parking Adjudication who receive parking tickets are treated equitably and fairly; assists the public with their parking ticket issues and complaints; creates solutions to prevent similar problems in the future; identifies systemic issues, and makes recommendations to improve practices and procedures; supervises Agency Attorneys and Case Advocates who assist the general public with their parking summons inquiries; performs research to resolve such case advocacy issues. All personnel perform related work. This is a management class position.

**Examples of Typical Tasks**

Manages the Parking Summons Advocate Office within DOF, which includes hiring staff, creating guidelines, processes, and procedures, establishing measureable goals, and determining an outreach strategy, among other things.

Serves as an Advocate to the public; assists with their parking summons issues and complaints by providing information, assistance, and forms for hearings and hearing appeals, explaining the policy on contesting tickets, and referring summonses with obvious administrative defects to Adjudications for review and resolution.

Acts as an impartial intermediary between the public, DOF, and other City agencies involved in the ticket issuance process including the Department of Transportation (DOT) and the NYC Police Department (NYPD).

Educates the public on DOF policies and procedures regarding parking summonses by providing information on the various ways of disputing parking tickets, making payments, and explaining penalties.

Aids members of the public whose vehicles have been booted or towed and helps to navigate Business Center logistics and protocol.

**PARKING SUMMONS ADVOCATE (FINANCE)** (continued)

**Examples of Typical Tasks** (continued)

Assists members of the public who may have challenges with the use and comprehension of the English language, computer literacy, or disabilities.

Identifies and recommends solutions to systemic problems.

Provides annual reports to the Commissioner of Finance on case statistics, systemic issues, and recommendations for their resolution

**Qualification Requirements**

1. Admission to the New York State Bar; and
2. Four years full-time responsible, satisfactory US legal experience after admission to any bar, eighteen months of which must have been, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work or supervising other attorneys.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

**Direct Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.