

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: RED LIGHT PROCESSING OFFICER

JOB SUMMARY:

The Red Light Processing Officer will play a key role in the reviewing, processing and application of red light traffic citations generated as a result of red light infringement.

REPORTS TO:	Traffic Enforcement Coordinator
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SUPERVISION GIVEN TO:	N/A
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KEY RESPONSIBILITIES:

- Review red light camera video footage.
- Confirms red light violations and determines whether the images meet the standard for the issuance of a citation.
- Logs breach of possible violations depicted in video/photographic violation.
- Maintains records related to red light traffic.
- Confirm or reject red light camera video.
- Verifies licensing information of the vehicle by its registration particulars.
- Checks system to monitor the number of violations pending.
- Checks system for local hearing and confirms that all parties have been notified.
- Monitors all notice to contest and ensures that all stakeholders have been informed.
- Sends written responses to violators as needed.
- Responds to email requests regarding any issues/violations.
- Assists with disputes related to red light camera violations.
- Researches and tracks monthly accidents at red light camera intersections, the number of red light camera violations, the number of court cases/rulings, etc.
- Documents Magistrate's ruling for each case and ensures records are updated to offender records.
- Maintains contact with Inspection Officers.
- Notes Magistrate's ruling for each case and ensures records are updated to offender's records.
- Attends Court when summoned by a Magistrate to give evidence for the State on matters relating to responsibilities.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:	<ul style="list-style-type: none"> • The candidate must be proficient with Microsoft Office products including: Word, Excel. • Knowledge of and ability to operate computer systems. • Knowledge of the operations of the Licensing Division. • Working knowledge of the red light camera breaches.
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SKILLS AND ABILITIES:	<ul style="list-style-type: none"> • Ability to understand, interpret and apply the legislation relating to Red Light Enforcement • Ability to understand, interpret and apply the requirements of the Motor Vehicle and Road Traffic Act. • Ability to work as part of a team, often putting team requirements
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	before own preferences.
	<ul style="list-style-type: none"> • Ability to work on own personal initiative and with minimum supervision. • Ability to work in a highly confidential environment. • Ability to successfully multitask and meet all deadlines and internal and external demands. • Excellent communication and interpersonal skills, presentation, and written communication skills. • Ability to communicate effectively both orally and in writing. • Ability to establish and maintain effective working relationships with colleagues. • Ability to follow complex oral and written instructions • Ability to think clearly and logically under stress • Ability to analyze and interpret information and reach sound conclusions. • Ability to handle and resolve problems with tact, resourcefulness and good judgment.
MINIMUM EXPERIENCE AND TRAINING:	
<p>Bachelor of Science Degree from a recognized institution in one of the following areas with a minimum of two (2) years working experience with computers:</p> <ul style="list-style-type: none"> • Computer Science • Information Systems • Public Sector Management. <p style="text-align: center;">OR</p> <p>Bachelor of Arts Degree from a recognized institution in one of the following areas with a minimum of two (2) years working experience with computers:</p> <ul style="list-style-type: none"> • Communication Studies • Literature in English. 	