

## **Part Time Job Opportunity**

### **Parking Enforcement / Public Safety Officer**

Pay Rate - \$15.00 per hour

Work Location: Sea Cliff, NY

Work Schedule: 6PM – 9:30PM Thursday

6PM – 9:30PM Friday

6PM – 9:30PM Saturday

6PM – 9:30PM Sunday

6PM – 9:30PM Monday

### **OVERVIEW OF DUTIES AND RESPONSIBILITIES: Ability to understand and interpret written and/or verbal material and instructions**

- Basic math knowledge such as add, subtract, multiply and divide is required
- Patrol Village streets, parking lots, parks and facilities
- Communicate with the public in a friendly, helpful, and courteous manner
- Communicate with Nassau County Police regarding any incidents or violations and file any necessary reports
- Enforce rules and regulations
- Issue summonses for parking violations
- Advise Village Management of any damage to buildings/grounds or safety issues during patrol
- Perform other public safety duties as assigned

**MINIMUM QUALIFICATIONS:** The candidate for this position must possess a valid Class D driver's license, work well independently, and have excellent communication skills. Please submit application.