

# VILLAGE OF GREENPORT

## NOTICE OF OPEN EMPLOYMENT POSITION

PLEASE TAKE NOTICE that the Village of Greenport is currently accepting applications for the seasonal, part-time position of Parking Code Enforcement Officer.

Applications will be accepted until May 12, 2022 and should be directed to Village Clerk Sylvia Pirillo, at [spirillo@greenportvillage.org](mailto:spirillo@greenportvillage.org) or via mail or hand-delivery to:

Village Hall at 236 Third Street, Greenport, New York, 11944

### TYPICAL WORK ACTIVITIES

- Prepares and issues summonses for parking violations.
- Observes and reports potential or actual violations of local code ordinances.
- Reports traffic conditions requiring attention.
- May testify in court relative to summonses issued.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough knowledge of local laws and parking regulations.
- Ability to deal with public in a courteous and tactful manner.
- Ability to deal with people under stress.
- Ability to prepare written materials such as records and reports.
- Ability to understand verbal and written orders.
- Must possess a valid driver's license, and must be able to operate a motor vehicle.

### **APPLICANTS MUST BE ABLE TO WORK A VARIABLE/FLEXIBLE SCHEDULE INCLUDING: SOME WEEK DAYS, WEEKENDS & HOLIDAYS.**

The hourly wage rate is commensurate with experience, and ranges from \$ 15 per hour to \$ 18 per hour.

*The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital or financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement. The Village of Greenport encourages bids for public contracts and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit bids and contracts from such entities with respect to the Contract noticed herein.*