

# Incorporated Village of Malverne

99 Church Street, Malverne NY 11565

(516) 599-1200

## **JOB POSTING NOTICE**

The Village of Malverne is seeking applications from qualified individuals for the position of Part-time Neighborhood Aid. Applications are available at Malverne Village Hall, 99 Church Street, Malverne, NY or by emailing [info@malvernevillage.org](mailto:info@malvernevillage.org). Please submit application or resume by February 17, 2023.

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## **PART-TIME NEIGHBORHOOD AIDE(Parking Meter Attendant)**

### **DUTIES AND ASSIGNMENTS**

#### **Parking Enforcement**

Monitor parking conditions at Village public parking fields, railroad parking fields. Duties include enforcement of handicap spaces, timed spaces, permit parking, no parking zones and other violations of Village and State parking laws. Ability to utilize the latest technology including electronic ticketing system.

#### **Code Enforcement/Quality of Life**

Patrol the Village area for Village Code violations which include, but are not limited to: animal, noise, commercial, sign, rubbish, sprinkler, parks.

#### **Traffic Control**

Assigned to School Traffic Crossings, traffic posts at special events, auto accidents, traffic signal light malfunctions, railroad gate malfunctions and fire calls as needed.

#### **Police Assistance Calls**

Assists Patrol Force in answering calls for police assistance such as traffic accidents, crime scene security, fire calls, and dangerous conditions. Drives ambulance or police aid vehicle as needed.

#### **Equipment Maintenance**

Responsible for maintaining police equipment such as fire extinguishers and oxygen bottles. Responsible for transporting police vehicles to and from the Village Yard for servicing and maintenance.

#### **Headquarters Assignment**

Responsible for deliveries to the Post Office, Nassau County Police Headquarters, Village Officials, Village Counsel, County Courts and other governmental agencies. Post Village announcements on bulletin boards throughout the Village.

Neighborhood Aides are also assigned other various duties as dictated by the necessities of the Department.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to utilize technology including electronic ticketing system.
2. Knowledge of relevant village codes and non-moving violations of the New York State Vehicle and Traffic Law.
3. Knowledge of the geography of the village and its roadways.
4. Knowledge of first aid procedures.
5. Ability to obtain information through interview and observation.
6. Ability to deal with people in a stressful situation.
7. Ability to maintain records and prepare reports.
8. High School Diploma and valid NYS Driver's License required.
9. Candidates are required to pass a background investigation and to have a medical examination, including hearing and vision tests.