



**JOB ANNOUNCEMENT
CITY OF TROY, AL
EXTERNAL**

**CLASSIFICATION TITLE: SCHOOL CROSSING OFFICER -Police
Department**

FLSA DESIGNATION:

OPENING DATE:

CLOSING DATE:

SKILL LEVEL:

SUMMARY DESCRIPTION:

Under direct supervision of the Captain of Special Operations. The purpose of this position is to devote their time and energy to safe guarding the school children using the streets in the City of Troy.

REPRESENTATIVE DUTIES: Under the Direction of the Captain of Special Operations:
The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide safety to school children and pedestrians in designated school crossing.
2. Provide safety at Elementary and Middle Schools.
3. Escort children across the street going to and from school.
4. Help to prevent children from crossing the street during heavy traffic flow until it is safe to cross.
5. Report license number of any reckless drivers.
6. Report any suspicious activity.
7. Duties may change or vary at the discretion of the Chief of Police for the City of Troy.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Knowledge of English usage, spelling, grammar, and punctuation.
- Ability to respond to requests and inquiries from the general public.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. High School Diploma from an accredited high school or GED. Must have a valid Alabama Driver's License, a good driving record.
2. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
3. Prior to employment offer, position subject to satisfactory background check

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is typically performed while intermittently standing, stooping, bending or crouching.
Supervisory Control
The Captain of Special Operations assigns work in terms of general instructions. The Captain of Special Operations spot-checks crossing guard locations for compliance with procedures.
Guidelines
Guidelines include Municipal ordinances, and State and Federal Law. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of related crossing guard duties.
Scope & Effect
The purpose of this position is to devote their time and energy to safe guarding the school children using the streets in the City of Troy.
Personal Contacts
Contacts are typically with school children, and members of the general public.
Purpose of Contacts
Contacts are typically to give or provide information, gather information, and provide services.
Work Environment
The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, occasional cold and inclement weather. The work requires the use of specialized law-enforcement equipment.
Supervision Exercised
None

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

**Human Resources Department
301 Charles W. Meeks Ave.
Troy, AL 36081**

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.