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Job Specification

SCHOOL TRAFFIC GUARD

DEFINITION:

Under direction, regulates and directs the movement of school children at a street intersection, paying particular attention to their safety; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Assists and protects children at a street intersection.

Patrols school children, studies traffic conditions at assigned street intersection and recommends changes in rules to improve these conditions.

Notifies the proper authorities, in cases requiring police action, or medical attention.

Keeps records.

Prepares reports.

Responds to complaints and inquiries from the public.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the safety precautions to be taken in the movement and direction of children at intersections.

Knowledge of the types of conditions requiring police intervention.

Ability to deal with children, to remain calm and decisive in emergency situations, and to become familiar with rules and laws pertinent to the work.

Ability to respond to inquiries and complaints.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording

and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
03125		L	U		N/A	00		

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

3/1/2013
