

Notice of Job Opening

Position:

School Crossing Officer (Part Time)

Applicants must meet the requirements outlined in the enclosed job description.

Upon acceptance of the position, you may be permanently or temporarily assigned to other units as operationally needed, in accordance with the relevant collective bargaining agreement.

PLEASE NOTE: This position's civil service jurisdictional classification is Non-competitive.

Department:

Police

**Number of Vacancies
to be filled:**

8

Rate of Pay:

\$17.38 hourly

Schedule:

Monday – Friday: 10-15 hours a week

Application Deadline:

Until Filled

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement:

Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- o Albany County
- o Rensselaer County
- o Schenectady County
- o Saratoga County
- o Greene County
- o Columbia County
- o Schoharie County

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Revised on Tuesday, May 13, 2025

SCHOOL CROSSING OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work in safeguarding the passage of school children across heavily traveled city streets. Work is scheduled to cover short periods in the morning, noon and afternoon when children are normally traveling to and from school. Work is normally performed independently, however, general supervision is received from police personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Walks with children across heavily traveled streets or stops traffic to allow the passage of children to and from school;
- Uses authorized signals to regulate vehicular and pedestrian traffic;
- Notes violations and reports them to police department;
- Keeps such records and makes necessary reports;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Working knowledge of traffic laws and regulations;
- Ability to exercise judgment and be alert to detect possible danger to children crossing streets;
- Ability to work in the open under varying climatic conditions;
- Ability to deal successfully with children, police officers, and the general public and exercise mature judgment;
- Ability to understand and follow oral and written instructions;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Completion of grammar school.