

# CITY OF UTICA

# NOTICE OF VACANCY

THE CITY OF UTICA  
announces that vacancies exist in the Department of Public Safety, Bureau  
of Police for

## SCHOOL CROSSING GUARD

**Salary:** \$12.50 per hour.

**Classification:** Non-Competitive, Non-Union.  
Membership in the NYS Retirement System is Optional

**Distinguishing Features of the Class:**

This part-time, non-competitive position exists in the Department of Public Safety, Bureau of Police and involves the responsibility for directing traffic at an assigned post during the hours students are traveling to and from school. This is a position of extreme responsibility calling for the exercise of considerable attentiveness in directing traffic for the protection of the students. The work is performed independently with occasional direction from a superior. Does related work as required.

**Typical Work Activities:**

Directs traffic at crosswalks near school(s);  
Assists the children/students when crossing the street;  
Maintains the proper slow speed of traffic in the school zone;  
Instructs younger children/students in regards to the proper place and precautions to be taken when crossing the street;  
Reports any suspicious activities immediately to the Bureau of Police;  
Performs a variety of related duties as necessary for the safety and protection of the children/students.

**Required Knowledge Skills and Abilities:**

Sound social and general intelligence; working knowledge of first-aid methods; ability to be firm yet courteous with the public; ability to communicate effectively with children; keenness of observation; mental alertness, sound judgment in emergencies; integrity; neatness of appearance; trustworthy; excellent moral character; tact, courtesy. Physical condition commensurate with the demands of the position.

**Minimum Qualifications:**

Graduation from High School or possession of a High School Equivalency Diploma issued by the New York State Department of Education.

**Special Requirement:**

Any position involving contact with children/students will require a background and fingerprinting check before employment commences.

**Applications:**

Applications/resumes should be submitted to Brian Bansner at the Utica Police Department, 413 Oriskany Street West, Utica, New York 13502.

Applications must be received by the Police Department by: May 6, 2021. Applications for this position may be obtained from the Personnel Office at City Hall, 1 Kennedy Plaza, Utica, New York or at [www.cityofutica.com](http://www.cityofutica.com).

***Preference may be given to City of Utica residents. For more information about this position, please call Captain Bansner at (315) 223-3460.***

***The City of Utica is an Equal Opportunity/Affirmative Action Employer***

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 04/06/21)  
(Please remove posting after: 05/06/21)