



PASCO SHERIFF'S OFFICE POSITION DESCRIPTION

Position Number: 447

Retirement Class Code: HA (Regular Risk)

Class Title: Traffic Control Officer/Substitute Traffic Control Officer

Type of Position: Civilian

Pay Grade: H10 **Ranges:** \$11.94-\$18.50

Board of County Commissioners – Authorized

1. **Workweek:** Part -Time (20 hours bi-weekly) or as needed
2. **FLSA:** Non Exempt from overtime
3. **EEO Category:** 06 (Administrative Support)
4. **Department:** Law Enforcement Operations/Special Operations
5. **Section/Org Code: Compensation; Org. Code 8810**
6. **Location:** Youth Services
7. **Job Summary:** Responsible part time specialized civilian position involving the control of traffic at designated public schools to assist the School Crossing Guards guide children safely across the street. This position is limited to those hours when school is opening or closing during regular school hours in the regular school year or summer session (normally four hours per day during the 181 day regular school year).
8. **Working conditions:** Work outside in the assigned areas of schools. Can be subjected to inclement weather while working.
9. **Position reports to:** School Crossing Guard Supervisor
10. **Position directly supervises:** Position does not supervise any members
11. **Education and Experience:** High School Equivalent (Diploma/General Equivalency Diploma) preferred. This position must have a Valid Florida Driver License at all times. D.O.T. School Crossing Guard and TCO Certification

12. Illustrative duties and responsibilities:

80% DUTY TCO: Illustrative Tasks: Complete assignments as directed. Participate in meetings and training. Complete, update, and submit required paperwork and reports. Utilize school crossing cones/signs. Stop traffic flow with sign and hand signals or electronic traffic device. Maintain traffic flow while a School Crossing Guard directs pedestrians and cyclists across street/intersection. Resume traffic flow with sign and hand signals or electronic traffic device.

20% Administrative: Report crimes and/or offenders to supervisor, maintain positive contact with the public, accept supervision and direction, and complete individual time sheets.

13. Associated knowledge, skills and abilities:

Knowledge:

Geographic locations
Office policy and procedures
Florida Statutes/County Codes
Human Diversity awareness
Knowledge of traffic violations per F.S.S

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Knowledge of Chain of Command
Knowledge of Code of Ethics

Skills:

Interpersonal skills
Written and verbal communication skills

Abilities:

Ability to clearly speak, understands, read, and legibly write English
Communicate effectively with staff members and general public
Ability to possess short/long term memory.

MINIMUM PHYSICAL AND OTHER REQUIREMENTS:

Ability to hear conversation at a normal level (assisted/unassisted), must be capable of the following abilities: climbing, balancing, stooping, twisting, kneeling, crouching, crawling, reaching, standing, walking without assistance.

14. Equipment or machines routinely used in this position: Agency vehicle, cell phone, telephone, and other equipment and machines deemed necessary to perform assigned duties.

15. Amount and type of supervision position receives: Member will work under continuous guidance of a School Crossing Guard supervisor and supervision of the Sergeant.

16. Evaluation: the position will be evaluated annually during probationary period and biennially thereafter.

17. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations. The list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

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