



PASCO SHERIFF'S OFFICE POSITION DESCRIPTION

Position Number: 7005/445 70007/707

Retirement Class Code: HA (Regular Risk)

Class Title: School Crossing Guard / Substitute School Crossing Guard

Type of Position: Civilian

Pay Grade: H01 Ranges: \$10.0000 - \$14.1667

Board of County Commissioners – Authorized:

1. Workweek: Part -Time (40 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: Part time specialized civilian position involving the control of pedestrians at designated public schools to guide school 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 Certification

12. Illustrative duties and responsibilities: Complete assignments as directed. Participate in meetings and training. Complete, update, and submit required paperwork and reports. Utilize school crossing cones/signs. Stop and direct pedestrians to remain on curb, and/or easement of roadway, until all other traffic is stopped. Direct pedestrians and cyclists across street/intersection in accordance with Traffic Control Officer directions (if permissible). Counsel pedestrians who ignore directions or traffic device.

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 of: THESE ARE BASIC KNOWLEDGE EACH POSITION SHOULD KNOW:

Knowledge of geographic locations

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Knowledge of office policy and procedures
Knowledge of Florida Statutes/County Codes
Knowledge of Human Diversity awareness
Knowledge of traffic violations per F.S.S
Knowledge of Chain of Command
Knowledge of Code of Ethics

Skilled in: THESE ARE BASIC SKILLS EACH POSITION SHOULD HAVE:

Interpersonal skills
Written and verbal communication skills

Ability to:

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:

20/20 vision (corrected/uncorrected), Ability to hear conversation at a normal level (assisted or unassisted), Ability to stand, kneel, twist, crouching, and stoop for extended periods of time, Ability to walk assisted or unassisted, Ability to work extended periods of time while wearing special equipment, Ability to work shifts, Ability to work in hazardous conditions.

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

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

16. 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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