



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



School Traffic Guard

Department: Public Safety

Division: Police

Exempt/Non-Exempt: Non-Exempt

Union/Management: Local 245

Full-Time/Part-Time/Seasonal: Part-Time/Seasonal

Workweek: M-F, 8:00 AM to 4:00 PM, Up to 24 hours per week

Salary: \$20/hr.

The City of Jersey City is seeking qualified, dynamic, and experienced School Traffic Guards to join the Division of Police in the Department of Public Safety. This role will be responsible to regulate and direct the movement of school children at street intersections, paying particular attention to their safety.

Job Duties:

- Assist and protect children at a street intersection.
- Patrol school children, study traffic conditions, and recommend changes in rules to improve these conditions.
- Notify the appropriate authorities, in cases requiring police or medical attention.
- Record preparing and keeping.
- Performs other duties as assigned.

**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Required Education: High School Diploma or GED.

Required License: Possession of a valid New Jersey Driver's License.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Essential Skills:

- 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 work independently with minimal supervision.
- Communicate with diverse populations.
- Passion for serving the community.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.

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