

CITY OF GLEN COVE

NOTICE OF VACANCY

THE CITY OF GLEN COVE
announces that vacancies exists in the Police Department with the

AUXILIARY POLICE

Hourly Rate: \$15.00 per hour. When covering school crossing guard posts, the hourly rate paid is double for the hours of the school crossing post.

Hours of Work: Work assignments vary. Up to 20 hours per week. This position entails 24-hour emergency response in addition to patrols, Church/Temple crossing posts, beach closings, special events parades, monthly meetings. Must be available to work evenings and weekends.

As this position is part-time, there are no insurance or leave benefits. However, all City employees are entitled to join the New York State Retirement System.

Classification: Most employees in the Auxiliary Police Unit fall under the Civil Service classification of Crossing Guard which is non-competitive (does not require a Civil Service exam).

Distinguishing Features of the Class: This is responsible work calling for the exercise of considerable vigilance in directing pedestrian and vehicular traffic for the protection of pedestrians and motorists. Work is performed independently with only occasional direction from a supervisor. Does related work as required.

Typical Work Activities: Directs pedestrian and vehicular traffic at crosswalks, intersections, accidents and at special events; Uses hand signals and verbal commands to communicate directions to pedestrians and motorists; Assists pedestrians crossing street; Instructs pedestrians concerning proper place and precautions to be taken when crossing street; Patrols assigned area to maintain audio and visual surveillance for the safety of the public; Reports traffic conditions requiring attention; Opens and closes gates to City beaches at assigned times; Operates a motor vehicle and two-way radio in connection with work.

Required Knowledge Skills and Abilities: Ability to deal diplomatically with public; Ability to be firm yet courteous with the public; Ability to verbally communicate clearly and effectively in the English language; Ability to read and write English; Good powers of observation; Physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma.

Special Requirement: A valid New York State Drivers License.

Applications: Applications will be received by the Personnel Department on an ongoing basis, and appointments will be made periodically as necessary. Applications may be obtained from and must be submitted to the Personnel Department on the second floor of City Hall, 9 Glen Street, Glen Cove, NY 11542.

*This posting is for filling a part-time position. Glen Cove residents may take preference in appointment. For more information about Civil Service employment call (516) 676-4814.
The City reserves the right to modify/cancel this notice at will.*

The City of Glen Cove is an Equal Opportunity/Affirmative Action Employer

(Issued: 10/15/13)