

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: TRAFFIC GUARD

TITLE #: 1705

DISTINGUISHING FEATURES OF THE CLASS: This is routine work which involves responsibility for providing traffic control for designated areas within a specified geographical area and reception and transmission of messages via telephone and two-way radio communication systems in response to public safety and/or emergency situations. This class differs from that of Police Officer in that employees do not have responsibility for law enforcement. This work is performed under the general supervision of a senior police official. Does related work as required.

TYPICAL WORK ACTIVITIES:

Control of entry to and exit from a specified geographical area;

Deters admittance of unauthorized persons and/or vehicles;

Provides assistance and/or information to visitors, guests and the general public;

Operates traffic signal;

Monitors and directs traffic;

Receives and transmits messages via telephone and or two-way radio communication systems;

Dispatches police, fire, ambulance and/or other vehicle and/or services in response to emergency and/or public situations;

Records messages, complaints and/or requests for assistance in daily activity logs;

Reports incidents related to traffic and/or public safety situations;

May complete departmental documents and/or forms;

May be required to perform related routine clerical work such as filing or typing.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of various two-way radio and telephone communication systems; good knowledge of the geographical area of responsibility; good knowledge of departmental policies and procedures; good knowledge of public safety procedures; ability to understand and follow written and oral instructions; ability to communicate effectively; clerical aptitude; clear and distinct speaking voice; willingness to work under adverse conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma; OR
- B. Four (4) years of general work experience; OR

JURISDICTIONAL CLASSIFICATION: Competitive; Non-competitive when part-time; Non-Competitive in the Village of Tuxedo Park.

JURIS.CL. UPDATE: 02/09/04