

City of Pell City

1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

Post date: April 18, 2016

POSITION TITLE: PSA (part-time)

ANTICIPATED START DATE: TBD

SYNOPSIS: This is a working non-supervisory position that is responsible for traffic control duties related to the safe and efficient flow in and around school zones in the City of Pell City. This employee may also perform traffic duties during special and critical events as necessary. This employee reports directly to the Special Operations Sergeant.

QUALIFICATIONS:

- High School or GED. Required

ESSENTIAL JOB FUNCTIONS:

Refer to attached Job Description

OTHER DUTIES AND RESPONSIBILITIES:

Refer to attached Job Description

SALARY: Range 1- Starting pay is \$10.79

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. **Position will remain open until filled.**
2. A complete file consists of:
 - City of Pell City employment application
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.

3. **Applicant files that are not complete by the closing date will not be considered. (Open until filled)**
4. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant may be required to submit employment verifications from current and prior employers.
6. The first consideration in filling the vacancies will be given to the most qualified applicant in the city. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service.
7. Application forms are available from and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: dchildre@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.epell.net

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.

**JOB DESCRIPTION
CITY OF PELL CITY, ALABAMA**

POLICE DEPARTMENT

PUBLIC SAFETY AIDE

JOB DESCRIPTION

This is a working, non-supervisory position that is responsible for traffic control duties related to the safe and efficient flow in and around school zones in the City of Pell City. This employee may also perform traffic duties during special and critical events as necessary. This employee reports directly to the Special Operations Sergeant.

ESSENTIAL FUNCTIONS

- Arrives, at the assigned times, at the assigned school zones and performs safe and efficient traffic control.
- Maintains good public relations with school staff, students and general public.
- Notifies officers of the need for enforcement actions.
- Complete necessary reports and work in various weather conditions.
- Must be willing to work over, if required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of Alabama State Traffic Laws.
- Ability to effectively use a two-way police radio.
- Ability to maintain confidential information.
- Reading, writing, and verbal skills to effectively communicate with internal and external contacts.
- Ability to stay calm and effective in stressful situations.
- Dependability to work with limited supervision and respond to scenes at short notices.
- Ability to work in poor weather conditions.
- Ability to safely operate a motor vehicle.

QUALIFICATIONS

- Must be enrolled, or a graduate, of an accredited high school or hold a certificate of high school equivalency (GED).
- Must be physically able to perform the duties of the position.
- Possess a valid Alabama Driver's License.