



TOWNSHIP OF BELLEVILLE

152 WASHINGTON AVENUE

BELLEVILLE, NEW JERSEY 07109

EMPLOYMENT@BELLEVILLENJ.ORG

EMPLOYMENT OPPORTUNITY

POSTING DATE: 01/05/2026

CLOSING DATE: UNTIL FILLED

POSITION TITLE: SCHOOL TRAFFIC GUARD

CIVIL SERVICE TITLE CODE: [03125](#)

CLASS OF SERVICE: UNCLASSIFIED

POSITION TYPE: PART-TIME

DEPARTMENT: POLICE

SALARY/RANGE/HOURLY: \$17.75

WORK SCHEDULE: MONDAY – FRIDAY (7:30 am - 9:00am & 2:00pm – 4:00pm)

UNION AFFILIATION: NON-UNION

POSITION SUMMARY:

The Township of Belleville is currently seeking applicants for Part-Time School Crossing Guard positions within the Police Department. Under supervision, School Crossing Guards assist school children and pedestrians in safely crossing streets at designated school crossings during assigned hours.

EXAMPLES OF WORK:

- Assists and protects children at a street intersection.
- Patrols school children and studies traffic conditions at assigned intersections.
- Stops vehicular traffic when appropriate and holds a stop sign in an outstretched position to ensure the safe crossing of pedestrians.
- Works outdoors and tolerates all weather conditions, including heat, cold, rain, and snow.
- Notifies the proper authorities in cases requiring police action or medical attention.
- Keeps records and prepares reports.
- Responds to complaints and inquiries from the public.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

* Please note, the position summary and examples of work provided are for illustrative purposes only and are not intended to cover or contain a comprehensive listing of all activities, duties, or responsibilities that may be required of an employee in this position.

REQUIREMENTS:

- Must be a Belleville Resident
- U.S. Citizenship or legal authorization to work in the U.S.
- Ability to pass background check and other pre-employment screenings
- Appointees will be required to possess a driver's license valid in New Jersey (only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.)
- Bilingual (English/Spanish) preferred, but not required

KNOWLEDGE AND ABILITIES:

- 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 maintain records and files.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication

PENSION AND BENEFITS:

- Not eligible for health benefits in accordance with the Township employment policy
- Enrollment in the Defined Contribution Retirement Program (DCRP) upon meeting applicable eligibility and qualified hour requirements

CIVIL SERVICE INFORMATION:

The Township of Belleville is a Civil Service municipality governed by the New Jersey Civil Service Commission (NJCS). Your appointment is subject to all applicable Civil Service rules and regulations. You must meet the minimum qualifications for this title as established by the NJCS. Depending on the status of the title, appointments may be made on a permanent, provisional, or temporary basis. Should the NJCS require an examination for this title, it may be necessary for you to apply for and successfully complete the examination process to obtain or maintain permanent status.

The position of School Crossing Guard (Title Code 03125) is an unclassified local government title. Appointments are made locally in accordance with N.J.S.A. 40A:9-154.1 et seq., applicable Civil Service rules, and Township policies. This position is not subject to competitive examination or appointment from a Civil Service eligible list.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT:

The Township of Belleville is an Equal Opportunity/Affirmative Action Employer and complies with all applicable Federal and State laws, rules and regulations prohibiting discrimination and harassment in employment.

HOW TO APPLY:

Interested and qualified applicants must submit a cover letter and resume to: employment@bellevillenj.org no later than 4:00 pm on the closing date listed above. The Township reserves the rights to make a job offer prior to the closing date.