

**DATE:** May 19, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is not a competitive class position.)

**FROM:** Toni Roser, Director of Public Transportation  
1 Danny Circle, Kingston, NY 12401

**JOB VACANCY:** Bus Steward / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** UC Area Transit

**SALARY:** \$22.87 / hour (Grade 9)

**FILL DATE:** June 10, 2025



**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are responsible for enhancing the safety, accessibility, and overall experience of public transit users throughout the County. The incumbent serves as the face of the transit system, offering guidance, ensuring compliance with safety standards, and providing exceptional customer service to passengers. This role requires frequent interaction with the public, emphasizing community engagement and a commitment to fostering a welcoming transit environment. The work is performed under general supervision with the employee exercising personal judgement in handling problem situations in conformance with established agency policies and procedures. Supervision is not normally exercised over the work of others. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the practices and procedures of security work; good knowledge of safety techniques and fire prevention; good knowledge of first aide techniques; working knowledge of UCAT services and policies; ability to deal effectively with others; ability to think and act quickly in the event of an emergency; ability to remain clear and decisive in emergency and stressful situations; willingness to work nights, weekends, and holidays; integrity; dependability; good judgement; tact.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma; **OR**
- B. One year of full-time paid, or its' part-time equivalent, experience in law or security enforcement.

**Special Requirement:** Possession of a valid New York State Driver's license in agencies where the operation of a motor vehicle is required.

**Note:** Effective July 12, 1993, Chapter 336 of the Laws of 1992 established requirements that individuals in public and private sector employment, whose principal responsibility is to perform security guard duties, must be registered with the New York State Department of State and complete a pre-assignment training. Anyone hired after December 31, 1993, will have to complete the registration and training prior to performing the duties of the position.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.