



DISTRICT AND SCHOOL SECURITY COORDINATING CLERK

SUMMARY/SCOPE/GOAL

Perform specialized clerical duties involved in the processing of student notifications of felony arrests or community contact, database management, fingerprinting, conducting preliminary background checks of employees, badging District employees, and facilitates District's contracts/interagency agreements related to juvenile justice agencies.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High school diploma or equivalent required.
- Type at a prescribed rate of 30 correct words per minute with acceptable accuracy.
- Demonstrate computer proficiency, including word processing and data entry applications as well as general office technology to specific job functions.
- Three (3) years of responsible clerical work in an office environment.
- School situation office experience beneficial.

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Computer operation experience.

PREFERRED/DESIRED:

- Two (2) years' college preferred.
- Law enforcement office environment preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Maintain Excel database for: Arrest Notifications to Principals, Employee Fingerprinting, Vandalism, Security Trailer Occupants, and Temporary Agencies.
2. Facilitate contracts and interagency agreements.
3. Fingerprints School Board and contractor personnel.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

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KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Requires considerable knowledge of business English, spelling, grammar, and arithmetic. Must have knowledge of security office practices and procedures. Requires knowledge of rules, regulations, and procedure systems. Ability to perform complex clerical work with little supervision, to develop effective work methods, to exercise independent judgments in evaluation situations and make decisions in accordance with departmental policies. Must be able to establish and maintain working relationships with School Board personnel, local law enforcement agencies, Office of the State Attorney, Department of Juvenile Justice personnel, and other related governmental agencies. Knowledge of CIMS and TERMS preferred. Ability to assume responsibility for maintaining accurate records. Must be able to use a computer. Accurate typing or work processing skills. Must be proficient in Excel. Must be able to set-up and maintain numerous databases. Position requires the fingerprinting of all school Board personnel, related contractor services, and volunteers. Must be able to be certified as a Florida Department of Law Enforcement (FDLE) Florida Crime Information Center (FCIC) terminal operator. Familiarity with arrent documents and arrest terminology to complete student notifications of felony arrests within the State's mandated 24-hour time frame. Must be able to understand oral and written instructions.

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GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

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FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	District and School Security
TITLE CODE:	L4062	CONTENT BY:	Ellie Kelly – Human Resources
GRADE:	CC	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	1010 PTH	LABOR RELATIONS:	Karlye Green, Ed.D.
LAST BOARD APVD:	4/12/2005	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos. – 255 Days		

Deleted: Joy Salamone

Deleted: Susan Standley

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	3/29/2005	Developed	
1.1	12/01/2020	New Format	Ellie Kelly – Human Resources
1.2	10/14/2021	Updated requirements to current technology standards	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.