

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST I, Security

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years successful employment in an advanced level secretarial/clerical position.
- Knowledge of computer applications as related to specific job functions.

REPORTS TO Ombudsman and Director of Human Resources and Professional Standards

SUPERVISES No supervisory duties

POSITION GOAL

To process all employment screening (criminal history and fingerprinting) as designated by Board policy.

PERFORMANCE RESPONSIBILITIES

1. * Process fingerprint cards with state and national law enforcement agencies.
2. * Process criminal history information.
3. * Process arrest reports and final dispositions for the Professional Standards Committee.
4. * Establish audit trail for fingerprint cards.
5. * Respond to legal requirements and/or requests regarding file documents.
6. * Process the criminal history information necessary for the Expanded Professional Standards Committee.
7. * Work in conjunction with District Security Coordinator to ensure security and protection to all students and staff.
8. * Work closely with District Security Coordinator in coordinating internal matters within the school district.
9. * Execute all background investigations as needed for different departments within the district.
10. * Verify, process, and distribute all instructional and non-instructional new employee packets to ensure total compliance with eligibility requirements of the school district, state, and federal laws.
11. * Disseminate and process reports and correspondences for the Security Coordinator.
12. * Receive and screen all phone calls and visitors made to the Security Coordinator.
13. * Maintain the Security Coordinator's schedule including meetings, seminars, travel, and public presentations.
14. * Coordinate with the Security Coordinator in dissemination of information received from the Silent Witness Program.
15. Perform other duties as assigned by the Ombudsman.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position TBA Function 7730	2 Sedentary Work	December 5, 1994
AS-C \$31,925 - \$56,694	Personnel Category 16 Survey Code 77399	3 A-C/F-H/L/O-P/S-V	
M-12 D-258 H-1935	EEO-5 Line 51 Job Code 1963	4 Indoors	