

EFFECTIVE DATE: APRIL 19, 2011

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SECURITY CREDENTIALS TECHNICIAN

QUALIFICATIONS:

- (1) High school diploma or equivalent, Associate's degree or specialized technical training as may be obtained through military service or professional law enforcement experience desired.
- (2) Demonstrated knowledge of personnel records-related information for a large or medium-sized entity.
- (3) Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- (4) Demonstrated knowledge of legal statutes and regulations pertaining to personnel records-related information and retention.
- (5) Any combination of education, training and experience which provide the required knowledge, skills and abilities to perform the essential functions of the job.
- (6) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to use a personal computer, applicable software, digital fingerprinting systems and basic photographic equipment. Ability to communicate with district employees, district vendors and public in a professional manner. Effective oral and communication skills. Knowledge of and ability to read and interpret applicable statutes, rules and policies. Ability to work independently, develop goals, organize, manage time and prioritize duties. Possess good mathematical skills.

REPORTS TO:

Manager IV – Protection Services

JOB GOAL

To conduct fingerprint collection and the screening process for the purpose of authorizing or denying volunteers, vendors, contractors and their employees for access to schools and other district support facilities. To produce identification/access badges. To enhance security and safety posture of the district, thereby providing a secure and safe learning and working environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Conduct criminal background check of volunteers, vendors, and contractors' employees scheduled for screening using the Florida Department of Law Enforcement database and any other applicable agency databases to obtain pertinent information needed to conduct the screening.
- * (2) Acquire all pre-employment fingerprints as well as fingerprints of volunteers, vendors, contractors and their employees for screening.
- * (3) Conduct initial interview of volunteers, vendors, contractors and their employees for the purpose of obtaining baseline information.
- * (4) Review screening data in order to ensure proper identification, categorization and disposition of screened individuals in accordance with district procedures and applicable regulations.

SECURITY CREDENTIALS TECHNICIAN (continued)

- * (5) Report screened individuals identified as not meeting requirements for district access to Manager.
- * (6) Take photographs and produce identification badges for individuals meeting district requirements for access to schools.
- * (7) Take photographs and produce identification/access badges for district employees in accordance with district Access Control Program.
- * (8) Develop, maintain and update database associated with screening process.
- * (9) Conduct other supporting activities related to security, safety and emergency operations within district as needed.
- * (10) Conduct all associated district records-handling activities to ensure full compliance with applicable statutes, regulations, district policies and departmental procedures relating to proper records maintenance, including security and confidentiality requirements.
- * (11) Sort and assemble related documents for distribution to district schools and departments.
- * (12) Verify and monitor workflow for adherence to standards and policies.
- * (13) Provide input to proposed new programs, policies and procedures.
- * (14) Monitor and perform quality assurance testing, including inspection of scanned images.
- * (15) Perform other related duties as assigned.

Inter / Intra-Agency Communication and Delivery

- * (16) Communicate effectively with staff, public and vendors.
- * (17) Work with principals and school staffs, District staff, vendors and the general public to provide services and materials.
- * (18) Respond to inquiries or concerns in a timely manner.
- * (19) Keep immediate supervisor informed of potential problems or unusual events.

Employee Qualities/Responsibilities

- * (20) Demonstrate initiative in the performance of assigned responsibilities.
- * (21) Provide for a safe and secure workplace.
- * (22) Model and maintain high ethical standards.
- * (23) Follow attendance, punctuality and proper dress rules.
- * (24) Maintain confidentiality regarding work matters.
- * (25) Maintain positive relationships with staff and vendors.
- * (26) Participate in workshops and training sessions as required.

Professional Growth and Improvement

- * (27) Keep well informed about current trends and best practices in areas of responsibility.
- * (28) Maintain expertise in assigned area to fulfill goals and objectives.
- * (29) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (30) Promote and support professional growth for self and others.

Systemic Functions

- * (31) Prepare and maintain all required reports, documents and records.
- * (32) Represent the District in a positive and professional manner.
- * (33) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (34) Follow all School Board policies and Florida statutes as they relate to this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force as frequently as needed. Ability to stand on feet for extended periods. Ability to transport equipment associated with duties over uneven terrain.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 18 (12 Months)

DATE OF BOARD APPROVAL: 04/19/11