



Office Coordinator

Department: Campus Police

FLSA Status: Non-Exempt

Grade/Level: N/A

Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.; 12 months.

Job Status: 1.0 FTE

Reports To: Police Chief

Amount of Travel Required: No travel required

Positions Supervised: None

POSITION SUMMARY:

Under general supervision provides administrative and clerical support to the campus police department.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Provides administrative support to include:

- greeting visitors and answering the phone to aid, information, or refer to appropriate staff member;
- dispatching radio calls to the appropriate police officer;
- responding to ticket specific inquiries;
- opening, sorting and distributing departmental mail;
- creating, compiling, distributing assigned documents to include correspondence and reports;
- assisting with travel arrangements as requested;
- assisting with assigned meetings and related activities and planning of department wide events as requested.

Provides clerical support to include:

- maintaining and ordering office supplies;
- assisting with budget administration;
- establishing and or maintaining data bases or files for office information, student billings, reversals student schedules, records of reported campus offenses, ticket control system for tickets issued, billed, paid, appealed, suspended, warnings, and voids;
- issuing Lake Campus access cards, and scheduling Numeric Code Access for outside groups;
- issuing and maintaining campus keys inventory to include reconciling key issuances at semester or employment end;
- inventorying, retaining and disposing of lost or turned in property per department guidelines/schedule;
- recording monies received for tickets and depositing same to the business office per required guidelines/schedule;

Monitors the operation and maintenance of the security system software to include:

- building alarms system;
- scheduling time clock functions for locking/unlocking affected areas;
- assigning and removing Access Levels from user ID Cards on an ongoing basis;
- processing and printing campus identification cards;
- maintaining and completing access/deletion requests and all identification card paperwork (to include vendor and family issuances);

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Supervises student employees to include: hiring, training, scheduling, and approving time entry;
- May serve on committees;
- Performs other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, necessary to perform the essential functions of the job.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: High School diploma or equivalent with two years job-related experience. Associate's or bachelor's degree with relevant coursework may substitute for the experience requirement on a year for year basis.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.): N/A

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the essential functions;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must have the ability to:

- work evenings and weekends as needed;
- maintain regular and consistent attendance and arrive on time;
- self-motivate, solve problems, organize/plan work, complete tasks on or before deadline(s), perform tasks accurately and thoroughly, learn, apply and maintain knowledge of applicable College policy, federal and state guidelines;
- establish and maintain a good rapport with all levels of employees to include: working willingly, effectively and acting/dressing professionally;
- maintain confidentiality regarding sensitive matters;
- model high standards of honesty, integrity, trust, and ethical behavior.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job

functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical office environment.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____