

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

SAFETY AND SECURITY TECHNICIAN

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum of two years security related work experience.
3. Working knowledge of office practices and procedures.
4. Must possess and maintain a valid Driver's License.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Designated Supervisor

SUPERVISES: None

POSITION GOALS

The purpose of this position is to perform highly responsible, specialized clerical and technical duties in general office management and coordination of functions necessary for the operation of security and safety programs and processes.

PERFORMANCE RESPONSIBILITIES:

1. Assist the School Safety Specialist with applying policies and procedures to ensure the safety, security, and welfare of all students, faculty, staff, and visitors of the Walton County School District.
2. Perform Level I and II Background Clearance through the LiveScan Fingerprint Device.
3. Process and issue chipped photo identification badges and security rights for all District, vendor, volunteer and contractor personnel.
4. Manage fingerprint databases and revenues.
5. Maintain a high level of confidentiality.
6. Maintain confidential files on existing fingerprint / background data.
7. Access county, state, and federal computer databases, as well as court records for criminal justice information regarding background checks.
8. Review and interpret court, FDLE, FBI, and FCIC/NCIC criminal history reports and relay findings to the School Security Specialist for action.
9. Collect associated fees and manage the receipt balancing, deposits, and reconciliation of monies collected.
10. Assist department management with various special projects or programs.

11. Assist in establishing safety and security procedures. Recommend, develop, and implement improved procedures or forms for accurate and complete transactions and record maintenance.
12. Assist supervisor with emergency management and response tasks.
13. Assist in advising Human Resources in verifying employment clearance information provided by applicants.
14. Assist law enforcement agencies on criminal matters and other matters of a sensitive nature as needed.
15. Coordinate logistics of electronic key access at various sites; Troubleshooting and training users as needed.
16. Coordinate functions associated with assessing backgrounds and legitimacy of employees, volunteers, vendors, contractors, student teachers, and not-for-profit organizations.
17. Access and retrieve information from the FDLE Florida Shared School Results website database.
18. Research (when appropriate) arrests reported from Level II screening results.
19. Maintain and troubleshoot fingerprint hardware and software.
20. Interpret, explain, and apply laws, rules, policies, and regulations regarding State of Florida, FDLE and FBI security processes.
21. Assemble and organize data and prepare reports from such data.
22. Interact with the public in an effective, courteous, and cooperative manner
23. Perform other duties as assigned.

TERMS OF EMPLOYMENT: Twelve months, 7.5 hours per day. Salary to be based on the Board adopted non-instructional salary schedule.

EVALUATION: Performance of this position will be evaluated annually by the designated supervisor in accordance with the Board policy for evaluation of non-instructional personnel.

Job Description Supplement No. 5