



Job Title: Security Credentials Technician

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 18

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is 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.

ESSENTIAL JOB FUNCTIONS

- Conducts 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.
- Acquires all pre-employment fingerprints as well as fingerprints of volunteers, vendors, contractors, and their employees for screening.
- Conducts initial interview of volunteers, vendors, contractors, and their employees for the purpose of obtaining baseline information.
- Reviews screening data in order to ensure proper identification, categorization, and disposition of screened individuals in accordance with the District
- Reports screened individuals identified as not meeting requirements for District access to Manager.
- Takes photographs and produces identification badges for individuals meeting District requirements for access to schools in accordance with District Access Control Program.
- Develops, maintains, and updates database associated with screening process.
- Conducts other supporting activities related to security, safety, and emergency operations within the District as needed.
- Conducts 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.
- Sorts and assembles related documents for distribution to District schools and departments.

- Verifies and monitors workflow for adherence to standards and policies.
- Provides input to proposed new programs, policies, and procedures.
- Monitors and performs quality assurance testing, including inspection of scanned images.
- Performs other related duties as assigned.
- Communicates effectively with staff, public, and vendors.
- Works with principals and school staffs, District staff, vendors, and the general public to provide services and materials.
- Responds to inquiries or concerns in a timely manner.
- Keeps immediate supervisor informed of potential problems or unusual events.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Promotes and supports professional growth for self and others.
- Prepares and maintains all required reports, documents, and records.
- Represents the District in a positive and professional manner.
- Follows all School Board policies and Florida statutes as they relate to this position.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent, Associate degree, or specialized technical training as may be obtained through military service or professional law enforcement experience desired.
- Demonstrated knowledge of personnel records-related information for a large or medium sized entity.
- Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- Demonstrated knowledge of legal statutes and regulations pertaining to personnel records related information and retention.
- Any combination of education, training, and experience which provide the required knowledge, skills, and abilities to perform the essential functions of the job.
- 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

- Requires the ability to display a knowledge of and ability to use a personal computer, applicable software, digital fingerprinting systems, and basic photographic equipment.
- Requires the ability to communicate with District employees, District vendors, and public in a professional manner.
- Requires the ability to display effective oral and communication skills.
- Requires the ability to display a knowledge of and ability to read and interpret applicable statutes, rules, and policies.
- Requires the ability to work independently, develop goals, organize, manage time, and prioritize duties.
- Requires the ability to display possession good mathematical skills.

PHYSICAL DEMANDS

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.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: