





**JOB DESCRIPTION  
Human Resources Department**

<b>JOB TITLE:</b> Security and Public Safety Document and Compliance Specialist	<b>FLSA:</b> Non-Exempt <b>GRADE:</b> P-15 <b>NBAPOSN:</b> SPC033
<b>LOCATION:</b> Wharton Campus	<b>EFFECTIVE DATE:</b> October 15, 2015 <b>REVISION DATE:</b> September 9, 2022
<b>REPORTS TO:</b> Director of Security and Public Safety and Vice President of Administrative Services	

**PURPOSE AND SCOPE:**

The Security and Public Safety Specialist performs complex administrative and secretarial support for the Office of Security and Public Safety. This position assists the Director of Security and Public Safety in carrying out his duties. This position is distinguished from other secretarial positions by the complexity, prudent judgment, the ability to adhere to a strict level of confidentiality, and knowledge and functions necessary to support and assist the Director of Security and Public Safety.

**ESSENTIAL JOB FUNCTIONS:**

1. The position performs a variety of complex and routine duties to assist the Director and/or as assistant to the Director of Security and Public Safety.
2. This position provides confidential administrative support to the Director of Security and Public Safety on significant and/or sensitive issues related to the Director of Security and Public Safety area or the College.
3. This position interfaces with administrators, college employees, students, vendors, visitors, and the community, answering questions and obtaining and dispensing information on behalf of the Director of Security and Public Safety.
4. This position maintains the office in the absence of the Director of Security and Public Safety by taking actions authorized and using judgment to see that matters requiring attention are referred to delegated authority(s) or handled in a manner minimizing the effect of the Director of Security and Public Safety's absence. This position transmits the instructions/directives to the Director of Security and Public Safety and others during his/her absence from campus.

5. This position collects, summarizes, assembles and reviews for completeness a wide variety of reports agenda, correspondence and other information requiring coordination with various departments, divisions within the college and vendors outside the college for use by the Director of Security and Public Safety.
6. This position coordinates, implements and provides support for a variety of unique functions, programs and/or activities/special events under the supervision of/as directed by the Director of Security and Public Safety.
7. This position performs general office duties including answering the telephone, preparing forms and correspondence, maintaining an inventory of supplies and materials, and maintaining the office filing system and files information on a daily basis.
8. This position monitors budget expenditure for the Security Department at all campus locations, prepares and submits purchase orders, receive all purchase orders, prepares and submits check requests, travel reimbursement forms, and other Business Office related forms as required.
9. This position is responsible for processing monthly payroll for all part-time Security and Public Safety employees at all campus locations.
10. This position schedules meetings and presentations for the Director of Security and Public Safety, takes meeting minutes, transcribe and put in proper document format as mandated by college.
11. This position proofs and edits all incident reports submitted by Public Safety Officers for proper grammar, errors and formatting.
12. This position assists the Director of Security and Public Safety with preparing Clery Act Reports, other security reports, and handbooks.
13. This position is required to have Clery Act Training including training as a Campus Security Authority (CSA).
14. This position identifies, notifies all CSAs of Clery Training and maintains all documents as required to remain Clery Compliant.
15. This position schedules safety training in accordance with Title IX, VAWA and Clery Act.
16. This position shall have a working knowledge of the Security lock and video surveillance systems.
17. This position shall have working knowledge of the College's Mass Notification System (RAVE).

18. This position will manage RAVE ALERT SYSTEM Database.
19. This position maintains accurate up-to-date vehicle registration information for all vehicles parking on WCJC campuses.
20. This position is responsible for overseeing the input of all decals and parking citations into Banner.
21. This position is responsible for overseeing the issuance of Proximity Cards, photo IDs for all Faculty, Staff, Residential Hall residents and Athletes (Volleyball, Baseball, Rodeo). Responsible for issuance of Work Study Students, and Cosmetology and all WCJC students.
22. This position is required to monitor all incoming emails for Security, and Campus Carry.
23. This position coordinates with all Departments of the College accurate building locking/unlocking schedules, Holiday schedules and schedules for functions after hours.
24. This position is responsible for keeping all security related website information current for the Security and Public Safety Department.
25. This position is required to maintain a good working relationship with Wharton Police, Fire and EMS Departments.
26. This position performs other duties as assigned.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires an AA Degree, 60 college credit hours or four years equivalent related office work experience. This position requires exceptional customer service skills and interpersonal skills. The person in this position must be proficient in the use of computers and related software for word processing, spread sheets and database management. The position requires exceptional written, verbal communication, telephone skills, and a demonstrated ability to work well with others as part of a team. The person in this position must have the capacity to work well within stressful situations and possess the ability to perform multiple concurrent tasks with frequent interruptions. This position requires strong organizational skills, an initiative towards completion of assignments, detailed oriented and excellent follow through skills on all assignments and projects. The person in this position must maintain an extremely high regard for confidential and sensitive college information and must have the ability to work with minimal supervision. A criminal background check is also required.

**SUPERVISION OF OTHERS:**

This position supervises student workers for the Office of Security and Public Safety.

**SUPERVISION AND DIRECTION RECEIVED:**

The position is responsible and accountable to the Director of Security and Public Safety and Vice President of Administrative Services for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the College and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

**EQUIPMENT USED:**

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopier, facsimile, scanner, calculator, phone, portable radios, and other general office equipment.

**CONTACTS:**

Internal contacts of this position include administrators, faculty, staff, and students.

External contacts of this position include other colleges and universities, community organizations, local law enforcement agencies, and the general public.

**COMPLEXITY/EFFORT:**

This position requires attention to detail and a working knowledge of general office procedures and practices, and the ability to articulately interpret established guidelines for students and other personnel. This position requires the ability to utilize computer technology to access data, maintain records, generate reports, and communicate with others. Problems of this position are routine in nature, resolutions are found in knowledge gained from practical experience. Effective, cooperative relationships exist with the other administrative and professional staff, faculty, support staff, and students. Confidential aspects of the position must be strictly maintained.

**WORKING CONDITIONS:**

Work of position is performed in a climate-controlled open office environment with minimum exposure to safety hazards. Job duties require little physical effort with light lifting required for filing and shredding. This position has exposure to natural atmospheric conditions such as dirt, and dust, etc. Occasional after-hours work may be required. In frequent use of personal vehicle for travel may be required.

**LAST MODIFIED:** September 9, 2022

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Employee's Signature

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Date

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Supervisor's Signature

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Date