

The University of Akron
Classification Specification

Job Title:	Campus Safety Srvs Asst	Job Code:	46213
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	6000 Public Safety Division	Date:	7/12

Job Summary:

Provide support to the police department administration and UA students.

Essential Functions:

40% Complete civilian checks; process, distribute and file all results. Coordinate needs with other University departments, state agencies and businesses. Process cash deposits and invoice University departments for background checks. Stay current on legal and procedural changes and maintain background check manual accordingly.

30% Assign campus details requiring security. Maintain AOL for overtime assignments. Invoice University departments and outside agencies for detail hours and process payments for non-University officers. Coordinate with other University departments as to security needs.

15% Assist with University property inventory, radio distribution and repair. Maintain opening/closing hours for campus buildings. Schedule Rifle Range usage and billing. Maintain training records for all department members.

10% Provide coverage for E-911 communicator during lunch, meetings, breaks and busy time periods.

5% Assist with other departmental members as needed including lost and found, clerical or other related duties as assigned.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in office/clerical procedures. Ability to coordinate programs, work in a fast paced environment, and utilize new technology required. Advanced computer skills including word processing, spreadsheet, and database software packages required. Strong interpersonal, problem-solving, and research skills required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.