

The University of Akron
Classification Specification

Job Title:	Coord Police Evidence Records	Job Code:	80800
Job Function:	Staff	Grade:	116
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	6000 Public Safety Division	Date:	2/5/14

Job Summary:

Assist the University Police Department in activities related to the proofreading, typing, and tracking of police reports. Provide statistical reports as required by the department.

Essential Functions:

60% Review police records for accuracies. Manage the data entry of the police records system to insure its integrity.

15% Process court orders to seal arrest records. Maintain the police daily log. Disseminate daily log bi-weekly.

15% Act as liaison to various campus and non-campus organizations; dispense records and data and retrieve other records and data from outside sources.

10% Responsible for entering and disposing lost and found and prisoner property for entire University. Respond to routine question from the University and community. Perform arrest background checks for non-University employers. Assist in performing background checks for the campus community as mandated by law.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in office/clerical procedures. Working knowledge of basic office equipment and computer applications including word processing, spreadsheet and database software packages required. Typing and editing, strong interpersonal, and organizational skills required. Ability to work independently and exercise considerable judgment in coordinating activities and managing telephone calls and visitors required. Prior work experience in a police environment preferred.

Leadership:

No authority or responsibility for the supervision of others.

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.