

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions**

Job Title:	Security Support Specialist	Wage/Hour Status:	Non-Exempt
Reports To:	Safety and Security Coordinator and/or Manager of Safety and Security Administration	Pay Range:	770
Dept./School:	Safety and Security Services	Date Revised:	11/30/18

Primary Purpose:

Provide technical, administrative and clerical support necessary for the efficient and effective operation of the Safety and Security Services Department.

Qualifications:

Education/Certification:

High school diploma or equivalent (associate's degree preferred)

Ability to obtain and maintain certifications, licenses, or clearances necessary to process criminal history information, education record information, and other confidential or privileged information

Special Knowledge/Skills:

Possess strong organization, communication and interpersonal skills

Proficient skills in typing, word processing, and file maintenance

Excellent technical and analytical skills

Basic math skills

Ability to read, write and communicate clearly and fluently in English

Ability to maintain confidentiality of sensitive, confidential, or legally privileged information

Experience:

Three or more years of support, administrative or secretarial experience, preferably in a law enforcement, legal, criminal justice or public education environment

Major Responsibilities and Duties:

Receive incoming telephone and two-way radio calls for the department; take reliable messages and route to appropriate staff; receive, sort and distribute mail and other documents to staff members

Provide logistical support to other staff members during emergency or urgent events

Enter and/or process criminal history data relating to applicants, contractors, volunteers and employees

Operate and manage identification badge system and related technologies

Job Title: Security Support Specialist

Perform fingerprinting of district applicants with required degree of accuracy

Process information pertaining to fingerprinting and criminal history information pursuant to Texas Senate Bill 9, the National Child Protection Act and/or district or department policy

Process information pertaining to Public Information Requests received or made by the district; work with the district's legal counsel on such requests when appropriate

Maintain various departmental files and records

Keep informed of and comply with state, district, and school policies and regulations pertaining to concerning primary job functions

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other duties that may be assigned by the Administration and/or supervisor

Equipment Used:

Computer, two-way radio, printer, copier, scanner, calculator, fax, fingerprinting system, identification badge/photography system, access control system

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; ability to react quickly and calmly in an emergency situation; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 25 pounds

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11/30/18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____