

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Security Support Specialist	Wage/Hour Status:	Non-Exempt
Reports To:	Manager Safety & Security Administration	Pay Range:	770
Dept./School:	Safety and Security Services	Date Revised:	4/28/2023

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 (required)

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

Possess high degree of self-initiative

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 years of experience in a high-volume support, administrative or secretarial role (experience in a public education, public safety or legal environment preferred)

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

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

Operate and manage identification badge system and related access control technologies

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/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

Perform scheduling and administrative tasks related to District programs and events that utilize contract peace officers for security services

Maintain various departmental files and records

Remain current and comply with laws, regulations and district policies pertaining to job functions

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

Follow attendance policy as assigned by supervisor

Perform other functions 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, contract officer scheduling system

Working Conditions:

Mental Demands:

Communicate effectively (verbal and written); maintain emotional control under stress; react quickly and calmly in an emergency situation; perform all duties and tasks with a high degree of accuracy while working 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:** 4/28/2023

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

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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:** _____