

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BACKGROUND AND FINGERPRINTING PROCESSOR

SALARY SCHEDULE: SSP 6

COST CENTER: Department of Safety, Security & Emergency Management (9035)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Preferably certified in NCIC/FCIC.
- (3) Must possess a valid Florida driver's license.
- (4) Must satisfy a criminal background screening that shows no convictions, except for minor traffic violations.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of school and/or District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

REPORTS TO:

Director of Safety, Security & Emergency Management

JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Conduct fingerprinting of all district identified, contractors, vendors, coaches, officials, etc.
- *(2) Perform timely criminal history checks using NCIC and FCIC.
- *(3) Review criminal histories and compare them to applicable Level II statutory guidelines.
- *(4) Maintain office records and files.
- *(5) Assist staff and the public by answering routine questions, scheduling appointments and completing forms.
- *(6) Assist in preparing communications for students, parents, District staff and/or the public regarding various activities and announcements.
- *(7) Communicate effectively with staff and the general public.
- *(8) Respond to inquiries and concerns in a timely manner.
- *(9) Keep supervisor informed of potential problems or unusual events.
- *(10) Demonstrate initiative in the performance of assigned responsibilities.
- *(11) Model and maintain high ethical standards.
- *(12) Follow attendance, punctuality and proper dress rules.
- *(13) Maintain confidentiality regarding school matters.
- *(14) Maintain positive relationships with students, parents and staff.
- *(15) Participate in workshops and training sessions as required.

BACKGROUND PROCESSOR (continued)

- * (16) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- * (17) Perform data entry as necessary or assigned.
- * (18) Prepare all required reports and maintain all appropriate records.
- * (19) Follow all School Board policies, rules and regulations.
- * (20) Exhibit the interpersonal skills necessary as an effective team member.
- * (21) Demonstrate support for the School District and its goals and priorities.
- * (22) Sustained focus and attention to detail for extended periods of time.
- (23) Perform other tasks and duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities