

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****BACKGROUND AND FINGERPRINTING SPECIALIST****SALARY SCHEDULE: SSP 12****COST CENTER:** Department of Safety, Security & Emergency Management (9035)**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Must be able to obtain certification in NCIC/FCIC and CJIS Level 4 certification.
- (3) Minimum of three (3) years experience in background processing or law enforcement.
- (4) Must possess a valid Florida driver's license.
- (5) Must satisfy a criminal background screening that shows no convictions, except for minor traffic violations.
- (6) Strong oral and written communication skills

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to meet and interact with the public. Knowledge of statutory, regulatory, and technical requirements in areas of responsibility. 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
Manager 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) Oversee districts fingerprinting and background screening process.
- * (2) Ensure district compliance with all associated laws, rules, and regulations.
- * (3) Conduct fingerprinting of all district identified, contractors, vendors, coaches, officials, etc.
- * (4) Responsible for developing and implementing standards, procedures, and processes for the fingerprinting office, including acting as a liaison with the Office of Communication and Community Involvement.
- * (5) Works with supervisor to manage the security operations infrastructure to ensure the integrity of data information as it applies to School Board, State, and Federal laws and guidelines.
- * (6) Perform timely criminal history checks using NCIC and FCIC.
- * (7) Review criminal histories and compare them to applicable Level II statutory guidelines.
- * (8) Maintain office records and files.
- * (9) Assist staff and the public by answering routine questions, scheduling appointments, and completing forms.
- * (10) Assist in preparing communications for students, parents, District staff, and/or the public regarding various activities and announcements.
- * (11) Communicate effectively with staff and the general public.
- * (12) Respond to inquiries and concerns in a timely manner.

BACKGROUND AND FINGERPRINTING SPECIALIST (continued)

- * (13) Keep supervisor informed of potential problems or unusual events.
- * (14) Demonstrate initiative in the performance of assigned responsibilities.

- * (15) Model and maintain high ethical standards.
- * (16) Follow attendance, punctuality, and proper dress rules.
- * (17) Maintain confidentiality regarding school matters.
- * (18) Maintain positive relationships with students, parents, and staff.
- * (19) Participate in workshops and training sessions as required.
- * (20) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (21) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require
- * (22) Provide typing, filing, duplicating, inventory, record keeping, and other general clerical duties for other school personnel as directed by supervisor.
- * (23) Perform data entry as necessary or assigned.
- * (24) Prepare all required reports and maintain all appropriate records.
- * (25) Follow all School Board policies, rules, and regulations.
- * (26) Exhibit the interpersonal skills necessary as an effective team member.
- * (27) Demonstrate support for the School District and its goals and priorities.
- * (28) Sustained focus and attention to detail for extended periods of time.
- * (29) This position will be provided with a uniform allowance and be required to wear select uniform items.
- * (30) Sustained focus and attention to detail for extended periods of time.
- (31) 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