SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BACKGROUND AND FINGERPRINTING PROCESSOR

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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