

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### BACKGROUND AND FINGERPRINTING PROCESSOR

**SALARY SCHEDULE:** SSP-[5] 6

**COST CENTER:** Department of Safety, Security & Emergency Management [School Police/ Safety and Security] (9035)

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Preferably [Be] 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 [Safety & Security/Chief of Sarasota Schools Police]

#### 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.

## **BACKGROUND PROCESSOR (continued)**

- \* (14) Maintain positive relationships with students, parents and staff.
- \* (15) Participate in workshops and training sessions as required.
- \* (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) 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