

JOB DESCRIPTION

POSITION TITLE:	Security Clearance Clerk
CONTRACT YEAR:	Twelve Months
SALARY GRADE:	15
BARGAINING UNIT:	FOPE - Clerical

MINIMUM QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required.

EXPERIENCE: A minimum of three (3) years within the last six (6) years of successful secretarial/clerical work experience is required. Broward County School District work experience preferred. Experience should indicate the ability to make decisions and apply good judgment based on applicable rules and procedures.

SPECIAL QUALIFICATIONS: A well-rounded knowledge of business practices related to fingerprinting and processing background screening is preferred. The ability to establish and maintain effective working relationships with other employees and the general public is required. Excellent command of English grammar is required; the ability to make security clearance decisions when necessary is preferred; knowledge of computers and office equipment is required; the ability to handle a variety of tasks simultaneously. Bilingual skills are preferred. Computer skills are required for the position.

REPORTS TO: Supervisor or Designee

SUPERVISION: This position does not have supervisory responsibilities.

POSITION GOAL:

To perform security clearance and fingerprinting duties in a specialized unit requiring the application of advanced current screening standards and guidelines in a confident and professional manner. Job responsibilities require the use of various procedures and applications related to departmental and/or School Board standard practices. This requires decision-making related to individual security clearance and good judgment. Employees in this classification are required to make security clearance decisions in order to create a safe and secure environment.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Security Clearance Clerk shall carry out the essential performance responsibilities listed below.

1. Fingerprint and process employees while adhering to the standard processing protocol including The School Board of Broward County, Florida Instructional and Non-Instructional Screening Guidelines.
2. Perform independent clerical work of a technical nature requiring the incumbent exercise independent judgment.
3. Assist and cooperate with agencies, such as Florida Department of Law Enforcement (FDLE), Florida Department of Education (FLDOE), Child Care Licensing & Enforcement Services (CCLE).
4. Receive, read incoming mail and screen items, which may include sensitive information, and forward to the supervisor or subordinates with necessary background material.
5. Compile and edit information relating to the security clearance protocol.
6. Maintain records on incoming correspondence and action documents while following up on work in process to ensure timely replies or action.
7. Maintain necessary files, perform all clerical work and act as the office receptionist. This includes answering the telephone, greeting, announcing, and routing visitors.
8. Prepare general memoranda and correspondence at the request of the Supervisor or designee.
9. Interact effectively with the general public, staff members, students, teachers, parents, and administrators using tact and good judgment.
10. Operate standard office equipment, including fingerprinting, badging and related equipment, as well as equipment developed or advanced in future technology as required for the job.
11. Participate in training programs offered to increase individual skill and proficiency related to work assignments.
12. Contact various departments within the school district and non-school personnel to provide and request information.
13. Lead the implementation and maintenance of processes and/or best practices by updating and maintaining current files on all fingerprint transactions.

14. Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
15. Review and apply current developments, literature and technical sources of information related to job responsibilities.
16. Ensure adherence to safety rules and procedures.
17. Follow federal and state laws, as well as School Board policies including School Board Policy 2405 related to the self-reporting of arrests by employees.
18. Perform other duties as assigned by the Chief, Broward District Schools Police or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with the Broward District Schools Police Dept. Security Clearance Unit; District employees at all levels and parent/school/community groups to support and develop; students, employees, vendors, charter schools, youth mentors, volunteers, and other parent committee groups.

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. The length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with The School Board of Broward County Policy.

Board Approved:

Adopted: