



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

**POSITION TITLE:** Security Clearance Clerk  
**JOB CODE:** NN-155  
**CLASSIFICATION:** Non-Exempt  
**PAY GRADE:** 15  
**BARGAINING UNIT:** FOPE Clerical  
**REPORTS TO:** ~~Supervisor or Designee~~ Personnel Administrator  
**CONTRACT YEAR:** Twelve Months

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### 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:**

- 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.
- Perform independent clerical work of a technical nature requiring the incumbent exercise independent judgment.
- Assist and cooperate with agencies, such as Florida Department of Law Enforcement (FDLE), Florida Department of Education (FLDOE), Child Care Licensing & Enforcement Services (CCLE).
- Receive, read incoming mail and screen items, which may include sensitive information, and forward to the supervisor or subordinates with necessary background material.
- Compile and edit information relating to the security clearance protocol.
- Maintain records on incoming correspondence and action documents while following up on work in process to ensure timely replies or action.
- Maintain necessary files, perform all clerical work and act as the office receptionist. This includes answering the telephone, greeting, announcing and routing visitors.
- Prepare general memoranda and correspondence at the request of the Supervisor or designee.
- Interact effectively with the general public, staff members, students, teachers, parents, and administrators using tact and good judgment.
- 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.
- Participate in training programs offered to enhance the increase individual skill and proficiency related to the job responsibilities work assignments.
- Contact various departments within the school district and non-school personnel to provide and request information.
- Lead the implementation and maintenance of processes and/or best practices by updating and maintaining current files on all fingerprint transactions.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- 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.
- Perform other duties as assigned by the ~~Chief, Broward District Schools Police~~ immediate supervisor, or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required.
- A minimum of three (3) years within the last six (6) years of successful secretarial/clerical work experience is required.
- Experience should indicate the ability to make decisions and apply good judgment based on applicable rules and procedures.
- ~~The ability~~ Ability to establish and maintain effective working relationships with other employees and the general public is required.
- ~~Excellent command of English grammar is required.~~
- Effective verbal and written communication skills.
- ~~knowledge~~ Knowledge of computers and office equipment is required;
- ~~the ability~~ Ability to handle a variety of tasks simultaneously.
- Computer skills are required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Broward County School District work experience preferred.
- A well-rounded knowledge of business practices related to fingerprinting and processing background screening is preferred.
- ~~the ability~~ Ability to make security clearance decisions when necessary is preferred.
- Bilingual skills are preferred.

**SUPERVISION:** ~~This position does not have supervisory responsibilities.~~

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

~~Works with the Broward District Schools Police Dept. Security Clearance Unit; Special Investigative Unit (SIU), Safety, Security & Emergency Preparedness Division staff and 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 frequently, and/or up to 10 pounds of force 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 School Board.

**FLSA OVERTIME CATERGORY:** ~~The job is not exempt from the overtime provisions of the Fair Labor Standards Act.~~

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 10/6/2015

Adopted: 11/3/2015