

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: CAMPUS POLICE SPECIALIST**

**FLSA STATUS: NONEXEMPT**

**BASIC FUNCTION:**

Organize and perform a variety of advanced and specialized secretarial and administrative assistance duties to assist the Chief, Campus Police with the coordination and processing of administrative details, communications, programs and services.

**REPRESENTATIVE DUTIES:**

Organize and manage day-to-day activities of campus police station to ensure efficient and effective office operations; coordinate communications between law enforcement districts and law enforcement agencies. Assist the chief with advanced and complex administrative support activities and details. *E*

Perform a variety of duties independently in support of functions delegated to the chief of police; interpret and apply rules and regulations as required. *E*

Coordinate communication between the chief and staff, the public or other district officials; obtain and provide information regarding public safety programs and requirements for disaster preparedness issues. *E*

Compose, format and proofread correspondence, reports, forms, lists, handbooks, flyers and other documents. Transcribe dictation of letters and memoranda from oral instruction or independently, including material of a confidential nature. *E*

Prepare meeting agenda items, attend and participate in meetings, take meeting minutes and distribute to appropriate personnel. *E*

Operate computers, including CLETS and DMV (DOJ clearance required), to enter data, maintain records and generate reports using word processing, spreadsheet, and database programs. *E*

Assist in distributing and explaining information to faculty, students and parents about the Campus Safety Program. *E*

Train and provide work direction to clerical personnel and supervise student workers. Organize, monitor and adjust clerical assignments to ensure timely and proper completion. *E*

Compile information and data for reports and assist in the preparation of reports. Review, check, correct information, verify data for accuracy, completeness and compliance with established procedures. *E*

## **Campus Police Specialist- Continued**

Maintain records of PC 290 (Registration of Sex Offenders) students, and retain documents. *E*

Schedule meetings, conferences and appointments for the chief of police, maintain appointment calendar, and make travel arrangements. *E*

Coordinate communications and activities with other educational institutions, vendors and other outside organizations, respond to requests for information from students, staff and the general public regarding police programs, policies, procedures and regulations. *E*

Screen visitors, telephone calls and mail, giving information where judgment, knowledge and interpretation of policies, procedures and regulations are necessary. *E*

Prepare, produce and distribute materials and reports related to the programs and specialties under the jurisdiction of the chief of police. *E*

Set-up and maintain up-to-date status on officer training files, and ensure that all officer certifications are current. *E*

Track all police, accident, incident reports by number and ensure all reports are accounted for and entered into the database. *E*

Maintain friendly and supportive atmosphere for students, faculty, staff and the public. *E*

Keep track of all citations entered into the Citation Management System. Prepare and submit payments, as required. *E*

Process citation appeals from submittal through administrative review. *E*

Monitor and write tow-away letters and prepare final notice for all citations unpaid

Place holds on VVC student records and DMV registration, as required.

Process monthly DMV reports and track information, as needed.

Compile information and assist in development of the annual budget request, research and calculate costs, verify calculations, process requisitions, prepare budget transfers. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Correct operations, procedures and methods of department to which assigned.  
Modern office practices, procedures and equipment.

## **Campus Police Specialist- Continued**

District organization, operations, policies and objectives.  
Financial and statistical record-keeping techniques.  
Modern database and spreadsheet programs.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Receptionist and telephone techniques.

### **ABILITY TO:**

Perform a wide variety of secretarial, technical, and clerical duties in support of assigned administrator and department.  
Assemble diverse data and prepare clear and concise reports.  
Maintain complex and varied files and records.  
Learn, apply and explain policies, procedures, regulations and other guidelines of departmental operations.  
Type at 60 words net per minute from clear copy.  
Interpret and apply specific rules, policies and procedures of the office or program to which assigned.  
Operate a variety of office equipment such as a copier and facsimile machine.  
Operate a computer terminal to enter data, maintain records and generate reports.  
Provide effective customer service including a high level of sensitivity, tact and patience.  
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.  
Provide work direction and guidance to others as assigned.  
Work confidentially with discretion.  
Assist with budget development and control.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Meet schedules and time lines.  
Prepare reports, correspondence and related materials.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, secretarial science or related field and four years of responsible secretarial and clerical experience.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Campus Police Specialist- Continued**

### ***Normal Office Environment:***

While performing the duties of this job the employee is regularly required to use hands to type or handle materials, sit and view a computer monitor for extended periods of time, and hear and speak to communicate and provide information to others. The employee is occasionally required to reach and bend, and lift, carry, push, or pull up to 35 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.