

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: RECORDS TECHNICIAN - CJI

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Maintain and update records for the Criminal Justice Institute.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Graduation with a standard high school or general equivalency diploma required.
2. Years of experience in field: Three years of full-time work experience in clerical work with typing experience required.
3. Special skills or abilities related to position: Ability to keep detailed records for annual audit. Ability to work in an office environment, organize and prioritize work. Applicant must be proficient in the use of computer, typewriters, fax machine and copy machine. Experience working with databases, time sensitive materials and deadlines. May be asked to work a flexible schedule.

### ESSENTIAL JOB FUNCTIONS:

1. Type all course input sheets.
2. Schedule all classrooms for Building 31.
3. Input registrations for all courses.
4. Input history into computer for first time attendees in advanced/specialized training programs.
5. Request 15-A forms from agencies (Criminal Justice Standards and Training Commission {CJSTC} requirements).
6. Send class announcement to CJSTC.
7. Obtain billing authorization from agencies sending officers.
8. Forward paperwork to business office for billing.
9. Send Final Grade Report to Florida Department of Law Enforcement (FDLE) within 10 days of course completion (CJSTC requirement).

10. Keep and prepare all course files for FDLE audit.
11. Type CJSTC 15-A forms and return to agencies at the end of each course.
12. Type and mail CJI certificates at the end of each advanced training course.
13. Report on ATMS (Automated Training Management System) all students completing CJI courses.
14. Compile and type instructor evaluations.
15. Establish student file for all basic recruit programs.
16. Prepare packets for each basic recruit graduate.
17. Keep record of all CPR courses taught for American Heart Association.
18. Type Emergency Vehicle Operator cards for all EVOC students.
19. Maintain a record of students who need to complete courses.
20. May be asked to work a flexible schedule.

#### GENERAL OFFICE DUTIES:

1. Monitor budget for CJI.
2. Order all supplies for office and training courses.
3. Open and date stamp all CJI mail.
4. Verify student employment placement.
5. Verify leavers and completers.
6. Type travel requests for CJI staff.
7. Provide administrative assistance to Dean.
8. Maintain office files.
9. Report office and classroom equipment problems.
10. Prepare personnel action forms and check applications for completeness.
11. Notify instructors of certifications expiration dates.
12. Prepare instructor file and type application for FDLE certification renewal.
13. Keep record of scholarships given during term.
14. Type minutes of staff meetings.
15. Notify CJ Advisory Committee of meeting dates.
16. Keep advisory meeting minutes and mail to committee members.
17. Assist in conducting background checks and finger printing.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

#### PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.

PHYSICAL DEMANDS (Continued):

- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 31, Room 108A - Ocala Campus, Criminal Justice Institute

SUPERVISOR OF POSITION: Dean of Criminal Justice & Public Service