

## **ADMINISTRATIVE ASSISTANT, CAMPUS POLICE DEPARTMENT**

### **GENERAL STATEMENT:**

Provides secretarial services for the Campus Police Department.

### **REPORTS TO:**

Director of Campus Police and Public Safety

### **OCCUPATIONAL GROUP:**

Auxiliary

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associate's degree or Criminal Justice certification required.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Computer Skills: Word, Excel and Outlook required; Access preferred. Customer service experience required. Good verbal and written communications skills preferred.

#### **OTHER:**

Must be available to work rotating shifts and/or flexible schedule. Must be able to work odd hours.

### **DUTIES AND RESPONSIBILITIES:**

- Take on tasks necessary to meet the goals of the department.
- Interact with students, faculty and staff.
- Operate various office machines such as cameras, computers, printers, copiers, etc.
- Maintain stock of office supplies, including monitoring inventory of flashlight batteries, hand held batteries and all equipment issued to officers.
- Shred or appropriately file all documents.
- Other duties as assigned by Director of Campus Police and Public Safety or appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May be required to work irregular hours.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 9/20/10*

*Revised: 5/16/12*

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