Classification Specification for Unclassified Service

Title: Clery Act Compliance Coordinator

Pay Scale Group: 17-1

Essential Function

Under the direction of Public Safety management, position will provide University-wide Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) compliance oversight and direction. Position will work collaboratively with various offices of the University to ensure the institution's compliance with the Clery Act and will continue to maintain a comprehensive knowledge of the Clery Act, the Higher Education Opportunity Act (HEOA), Higher Education Act (HEA), and Family Educational Rights and Privacy Act (FERPA) guidelines.

Characteristic Duties

Communicates vital information, including emergency messages as required; Reviews records for accuracy, completeness and to ensure compliance with statutes, Federal and State regulations, and department general orders;

Coordinate the record function of the police department; completes reports as required by state and federal entities as it relates to Clery Act or other related reports;

May write Public Safety Communication Center and Records Management unit procedural guidelines, policies and protocols ensuring compliance with statutes, Federal and State regulations;

May monitor database records to ensure they are being accessed only for authorized purposes; determines authorization of requestor to receive records information; establishes and maintains automated and manual records and files; develops and maintains the unit records file retention schedule;

Collaborates with Public Safety Communications Center; works closely with the Facilities Management Department, University Technology Services, Campus Master Planning Committee, and others to coordinate and ensure that a state-of-the-art communication technology is implemented to protect campus assets;

Assist with department community relations and emergency management efforts as needed.

Minimum Qualifications

A Bachelor's degree in Law Enforcement, Communications, Public Administration or related field with one (1) year experience or an Associate's with three (3) years' experience; experience should include public safety dispatcher and/or in public safety records administration. Demonstrated experience researching, gathering facts, comprehending legal documents, preparing reports, and interpreting policies and procedures. Must have excellent computer skills including demonstrated experience with Microsoft Office specifically Word and Excel. Experience working with confidential and sensitive matters with the utmost discretion and tact. Must have the ability to process large volumes of work while maintaining a high level of accuracy.