Title: Clery Compliance Specialist

Pay Scale Group: 13-1

Essential Function

Under the direct supervision of the Clery Compliance Coordinator, Maintain a system for the recording, filing and dissemination of all departmental reports. Work to assist with the classification and statistical reporting to meet Clery Compliance.

Characteristic Duties

Manage all departmental reporting systems. Work would include, but not limited to: Collection, review, correction and entry of departmental criminal, traffic, and informational reports;

Manage the entry and removal of warrants, traffic citations, stolen property, etc. in the Regional Crime Information Center (RCIC), Law Enforcement Agencies Data System (LEADS), and the National Crime Information Center (NCIC);

Examine public records requests and apply Ohio’s Sunshine Law to determine what reports may be disseminated to the public. Included with this is determining what information would need to be redacted prior to release of records;

Assist the Clery Compliance Manager to ensure criminal reports are properly classified and categorized to meet Clery compliance;

Assist the Clery Compliance Manager to ensure the daily crime log is properly maintained and updated to meet Clery compliance. This includes making readily available at all public safety office locations a copy of the past sixty days of crime log;

Assist the Clery Compliance Manager in identifying and training Campus Security Authorities (CSA’s) on an annual basis;

Work with law enforcement officers and supervisors to ensure reports are clear, complete, accurate, and completed and approved in a timely manner;

May operate a variety of equipment in order to enter, file, retrieve and categorize information and reports (i.e., desktop computer, scanning equipment, etc.);

Perform general clerical tasks such as word processing, answering the telephone, filing, greet customers, etc.

Perform related duties based on departmental needs.

Minimum Qualifications

Associates Degree or higher and two years of Clerical/office support experience.