Title: Identification Services Technician II  
Pay Scale Group: 10 G

Essential Function

Under general supervision, applies technical skills and knowledge to perform a wide range of duties relating to front desk service operations; responsible for processing identification and security related tasks.

Characteristic Duties

Create ID badges, take pictures and print badges for all Students, Faculty/Staff, Affiliates, and others; troubleshoot badge issues (badge not granting access or other functions); perform preventative maintenance and cleaning of badge printers; perform off-site badging at various orientations;

Grant and revoke card access per requests from authorized personnel; update access control database;

Administer the IRIS scan system including IRIS Scan enrollment, IRIS card activation and deactivation;

Schedule locking and unlocking of electronic doors;

Run access reports;

Manage key distribution and return; update key database and order keys; provide user assistance to customers ordering keys;

Perform WebCheck background checks for UC students, employees, and the general public for various programs, licensures, employment, temporary workers, etc.; perform rolled prints on fingerprint cards; coordinate background billing forms for the business office; run BMV checks; check UC Police records for FBI Investigators; perform extended background checks for high security access;

Manage the University’s lost and found: contact property owners, data enter property into records database, and perform lost property inventory;

Other duties as assigned.

Minimum Qualifications

Associate’s degree with five (5) years’ experience; -OR- seven years’ experience; degree must be in a related discipline. Experience must be in related field.