

# Sul Ross State University

## Position Description

**Official Title:** UDPS Coordinator

**Salary Group:** 5

**Job Code:** 4330

### **Summary**

Function: Provide UDPS with records management/retention, crime reporting, safety/security equipment, evidence retention/destruction, and other clerical skills.

Scope: Involves providing specialized skills to a University law enforcement agency with crime reporting & record retention, IVIS ID/card access systems, lost and found, evidence retention and disposal, citation databases, security barcode inspection systems, maintains annual department budget and assists with University registration.

### **Duties**

Essential: Maintains UDPS annual budget, time sheets, and procuring supplies and equipment; gathers and maintains crime reporting statistics for CLERY Act, DPS Records and Statistics, and UDPS website; maintain the Protrac Security barcode safety inspection system including data storage, route assignment, software, and training; collect retain, and destroy UDPS records in accordance with the Texas State Records Retention Schedule, Code of Criminal Procedure, and Sul Ross State University policies; coordinate on-campus TCLEOSE training conferences for officers; collection, storage, retention and disposal of lost and found property in accordance with the Texas Code of Criminal Procedure; revise, develop, and maintain current policies relating to collection, storage, and destruction of evidence; coordinate submittal of items to appropriate laboratories for proper analysis including all documentation; coordinate with the Director of UDPS for destruction of evidentiary property in accordance with state laws; coordinate acceptance or release of property with officers, individuals, outside agencies and prosecutors. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

### **Supervision**

Received: Under the supervision of the Lieutenant of Public Safety.

Given: None

### **Education**

Required: High School graduate or equivalent

Preferred: college or business courses; knowledge of Texas state Records Retention

### **Experience**

Required: Good interpersonal skills, one to two years clerical experience, clear criminal record

Preferred: Police communication-related experience; business records-related experience

### **Equipment/Skills**

Required: Standard office machines, computers, printers; copy and fax machines; calculators, Microsoft Word; skill in communicating clearly and concisely, both oral and written; skill to plan, organize, and manage time effectively; works independently in the absence of supervision/

Preferred: Microsoft Excel spreadsheets; IVIS Identocard systems; IVIS Security systems; Protrack Barcode Systems

**Working Conditions**

Usual: Works days, normal office conditions; hours may vary including evenings and/or weekends on an as needed basis. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: January, 2004