WE ARE LOOKING FOR SOMEONE TO COME JOIN OUR TEAM!

DO YOU WANT TO HAVE AN INTERESTING CAREER WHERE YOU WORK ON A VARIETY OF TASKS, SERVING THE CITIZENS OF OUR COMMUNITY, OUR LAW ENFORCEMENT PARTNERS AND THE EMPLOYEES OF THE UNIVERSITY OF ARIZONA POLICE DEPARTMENT?

BE PART OF A TEAM THAT:

PRACTICES SOUND RECORDS MANAGEMENT THROUGH TEAMWORK, TECHNOLOGY AND INDIVIDUAL PRIDE.

COLLECTS, PROCESSES, MAINTAINS AND DISSEMINATES INFORMATION IN A TIMELY, APPROPRIATE AND CONSISTENT MANNER.

CONDUCTS RESEARCH, PROVIDES STATISTICAL INFORMATION AND ASSISTS IN THE DAILY OPERATIONS OF THE UNIVERSITY OF ARIZONA POLICE DEPARTMENT.

UAPD PRIDES ITSELF WITH THE COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA) AND THE INTERNATIONAL ASSOCIATION OF CAMPUS LAW ENFORCEMENT ADMINISTRATORS (IACLEA) ACCREDITATION AND HAS A LONG STANDING PARTNERSHIP WITH THE UNIVERSITY OF ARIZONA COMMUNITY. THE DEPARTMENT BELIEVES IN PROVIDING A POSITIVE, SAFE ENVIRONMENT WITH THE UNIVERSITY COMMUNITY.

IF THIS SOUNDS LIKE YOU, COME JOIN OUR TEAM!
JOB TITLE:  
Program Coordinator  

DEPARTMENT:  
University of Arizona Police Department (7470)  

LOCATION:  
Main Campus  

FULL/PART TIME:  
This part time position consists of 20 hours per week with possible varied hours, dependent of staffing.  

COMPETITIVE BENEFIT PACKAGE INCLUDES:  

• Medical  
• Dental  
• Vision  
• Retirement Plan  
• Life and Disability Insurance  
• Paid time off  
• Tuition reduction at all Arizona State Universities for employees and their dependents  
• A Nationally recognized Work/Life Program  
• Child Care and Family Resources  
• Innovative Leadership Development Initiatives  
• Professional Development  
• Technology Support  
• Auto/Home Insurance discounts  
• Employee perks and discounts  

SALARY: $15.384 per hour (20hrs.week)  

DUTIES AND RESPONSIBILITIES:  

• Collecting, and entering data from various types of police reports, ensuring the accuracy and completeness in accordance with Federal, State and Department Policies.  

• Enters, queries and retrieves information from various computer systems in order to file, prepare, copy and release police documents and information in response to subpoenas, requests from other Criminal Justice Agencies, Insurance companies, attorneys, University of Arizona Departments, and the public in accordance with State Laws and Department Policies.  

• Compile statistical reports on a daily, monthly and yearly basis, and disseminate them to the Department, State and Federal Agencies in accordance with Federal and State laws, CALEA accreditation standards, and Department Policies.
• Utilizing one or more databases to process, redact, copy and provide the correct information for necessary dissemination in accordance to State laws and Department Policies utilizing a computer, printer, and document imaging scanner, copier and fax machine.

• Ability to work on multiple projects at one time while remaining flexible in prioritizing assigned tasks and changing priorities.

• Maintain an “A” level Terminal Operator Certification through the Arizona Department of Public Safety.

• Completes Arizona Criminal Justice Information System (ACJIS) functions in compliance with State and Federal regulations with the Department of Public Safety.

• Utilize the Records Management System, and knowledgeable with Windows System and Microsoft Applications such as Word, Excel, and Power Point.

• Ability to effectively communicate and provide customer service to Departmental personnel, other Law Enforcement, Criminal Justice Agencies and the general public.

• Ability to understand, read and write the English language.

• Willing to work varied hours at times, weekend and holidays.

• Maintain a case filing system for paper-based and digital recordings in compliance with the Arizona State Library Archives and Public Records.

• Composes and types professional correspondence as needed.

• At times, exposure to sensitive and graphic information, photos, and evidence collected during the investigation can happen.

**KNOWLEDGE, SKILLS AND ABILITIES:**

• Proficient in the English Language.
• Excellent proof-reading skills and attention to detail.
• Preferred typing of a minimum 35 words per minute.
• Excellent communication skills.
• Knowledgeable in operating a computer using Windows systems and Microsoft applications to include Word, Excel and Power Point.
• Ability to learn and use additional software applications specific to the Department and law enforcement.
MINIMUM QUALIFICATIONS:

- 18 years of age.
- Possess a High School diploma or GED.
- A-level TOC Certification (following employment).
- See Arizona Board of Regents Minimum Qualifications.

ARIZONA BOARD OF REGENTS MINIMUM QUALIFICATIONS:

Five years of increasingly responsible office/clerical experience, which includes one year in a directly related function; OR, any equivalent combination of experience, training and/or education.

THE PROCESS INCLUDES:

1. Application and Background Questionnaire.
2. Oral Board
3. Polygraph
4. Background Investigation - To include a Fingerprint criminal background check (security sensitive due to Department)
5. Interview with the Chief of Police.

DATE POSTED: JUNE 28, 2019

DATE POSTING ENDS: JULY 28, 2019

FOR QUESTIONS CONTACT:

HR REPRESENTATIVE: CARMEN ELIAS

PHONE/EMAIL: (520) 621-7538
elias@upad.arizona.edu

CONCLUSION:

The background questionnaire can be downloaded from the UAPD website - uapd.arizona.edu. Communication throughout this process will be with the HR Representative Carmen Elias and will include email notifications. Please check your email regularly for any updates and/or instructions.