Definition of Class
This is a non-supervisory position in which the incumbent maintains the University Police Department fleet and equipment, organizes and coordinates purchasing activities and maintains inventory records, and oversees Welcome Center. The incumbent maintains records of evidence submitted by officers. Position reports to the Police Captain.

Examples of Work Performed
Contacts vendors for sourcing, availability, and pricing information and administers order placement in compliance with state and university regulations.

Prepares written request for equipment, supplies, and uniforms.

Insures all surplus property is turned in to Property Control for proper disposal from department inventory.

Maintains records of evidence submitted by officers.

Maintains archive of police vehicle videotapes.

Provides monthly report of all seized drugs to records administrator.

Maintains records, reports, and other documentation as required by written directive.

Assesses and coordinates repair and maintenance needs for facility, equipment, and vehicles.

Coordinates and manages department’s property control items; acts as liaison with Property Control on inventory matters, and maintains all related documentation.

Processes SAP orders and notifications.

Acts as courier of essential items and paperwork to and from the department.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Maintains University Policy Department fleet and equipment.
2. Maintains records, reports, and documentation as required by written directive.
3. Coordinates and manages department’s property control and maintains related documentation.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and stand. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to walk; reach with hands and arms; use hands to finger, handle or feel objects, tools or controls; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
One (1) year of experience related to the above described duties.

Licensure:
Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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