JOB DESCRIPTION
Lieutenant-Administrative Services

Definition of Class
This is a non-supervisory position in which the incumbent assists with accreditation, crime prevention, annual assessments, training, and investigations. This position also assists with the NCIC equipment compliance, completion of the Uniform Crime Report, and coordinates the reserve Campus Safety Officers program. The incumbent reports to the Associate Director Administrative Services-UPD.

Examples of Work Performed
Manages in the accreditation process and assist in the annual assessment report for the department.

Updates policies and procedural manuals.

Coordinates work assignments for the reserve Campus Safety Officers.

Serves as an assistant to the Communications Technical Assistant Coordinator (TAC Officer).

Completes the Uniform Crime Report (UCR) and National Crime Information Center (NCIC) compliance.

Assists the Clery Compliance and In-Service Training Officer Coordinator.

Assists in criminal investigations, crime prevention programming and special event planning

Prepares various reports and performs administrative duties in support of the department.

Performs similar or related law enforcement 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. Assists in the accreditation processes.
2. Coordinates work assignments for the Campus Safety Officer reserve program.
3. Ensures compliance for departmental equipment.
4. Prepares various reports and performs administrative duties.

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 and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute 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 100 pounds.
Vision: Requirements of this job include close, color, and distant 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; stand; walk; and talk and hear. The incumbent is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; taste or smell; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED)

AND

Experience:
Two (2) years of experience related to the above described duties.

Certification:
Certified under Police Minimum Standards Board Criteria of State of Mississippi. Must be certified or trained in Criminal Investigations, Clery Compliance, Accreditation manager within the first year of employment.

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

Additional Requirement:
Must be 21 years of age and be a U.S. citizen.

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

Substitution Statement:
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

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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