

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

2-06

SECURITY CHECK SPECIALIST

FLSA: NON-EXEMPT

Job Code: 6340

SUMMARY

This position conducts sanctions and security background checks for the University of Texas Health Science Center at San Antonio.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Conducts sanctions and criminal records checks of applicants, students, vendors, contractors, temporary agency employees, volunteer employees and resident students.
- Research criminal history by contacting jurisdictional agencies where offense occurred for final disposition.
- Confirm criminal record reports to ensure identity. Investigate criminal record reports where alias names are used.
- Assist key office issuing I.D. badges, keys, filing and collecting fees, and entering lost key reports.
- Type and enter data of all sanctions and security background checks conducted onto a master file for records keeping, and report findings of sanctions and security checks to requesting party, and report criminal findings to Chief of Police for risk rating.
- File and retain sanctions and security checks and criminal reports, in accordance to retention policy.
- Performs other duties as assigned.

SUPERVISION

Received:

Work is performed under general supervision of the Chief of Police.

Given:

None

EDUCATION/EXPERIENCE

High school diploma or GED, with three years general office experience, preferred in law enforcement environment.

KNOWLEDGE, SKILLS AND ABILITIES

Investigative skills. Knowledge of laws as it applies to offenses. Ability to identify criminal reports. Knowledge of jurisdictional agencies to obtain final dispositions. Computer skills.

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EQUIPMENT

Ability to use calculator, cash register, and personal computer, and other standard office equipment.

WORKING CONDITIONS

Work is performed in an office environment.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. IMPORTANT: Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.