

University of Houston – Clear Lake

Position Description

Job Title: **Police Civilian Supervisor**

Job Code: **9425**

Pay Grade: **015**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Bachelor's degree in Criminal Justice or related field.
Experience	One year computer experience, including spreadsheets, word processing and Windows.	One year supervisor experience. Accounting experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Police Civilian Supervisor (PCS) handles all citations processing and trains and supervises student employees working in the front office and student lot patrol. The PCS also may work front office duties handling customer service requests from the Police Department clerk's window for citation payments, permits, requests for police service, etc. The PCS will handle some clerical assignments assist with department accreditation, crime analysis and planning in research.

Duties and responsibilities	% Time
Manage all department citation records.	35
Supervise student workers working in front office or in lot patrol.	30
Assist accreditation with assigned duties.	15
Provide research for department planning.	10
Receive payments for parking permits and citations. Provide research for department planning. Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.