

University of Houston – Clear Lake

Position Description

Job Title: **Police Services Assistant**

Job Code: **5210**

Pay Grade: **120**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	One year computer experience, including spreadsheets, word processing and Windows.	
License/Certification	Valid Texas Driver's License.	

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

POSITION SUMMARY

Handle customer service requests from the Police Department clerk's window for citation payments, permits, requests for police service, etc. Assist with parking services and access control by retrieving meter money, data entry, replacing lot gate arms, conducting emergency box testing, and setting up PAN codes. Also handle some clerical assignments.

Duties and responsibilities	% Time
Assist Parking and Access Control Operations with assigned duties.	45
Receive payments for parking permits and citations.	20
Issue/receive UHCL property under the cognizance of the Police Department: keys, transmitters, tokens, and lost and found.	20
Issue PAN codes upon proper identification. Enter initial information for PAN codes for the Access Control Technician	15

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