



Student Employee Position: **Police Clerical Assistant Student**

Summary of position: To provide support services to the University Police as needed.

1. Main
 - A. Assist full-time clerical staff with the following duties as assigned:
 - 1) Add all needed information to electronic Police calendar
 - A. Programming
 - B. Information
 - C. Events
 - 2) Ensure all forms are copied and available in all necessary locations
 - 3) Assist with report management system
 - A. Scan documents as needed
 - B. Any other duties assigned by OPA
2. Citation Processing
 - A. Audit citations
 - B. Scan citation and enter into Badge SE
 - C. Check accuracy of information
 - D. Send to correct county clerk of courts
3. Alcohol Diversion Program clerical
 - A. Enter data in spreadsheet and place in correct folder after approved
 - B. Document all phone messages and return if necessary
 - C. Notify participant, in writing, of payment process, orientation date and location
 - D. Verify community service hours and review paperwork
Coordinate and communicate with Police Coordinator Liaison
4. Special Event Program
 - A. Check contracts and send out to scheduling group
 - B. Make sure sponsors are added into D2L
 - C. Make sure sponsors complete training
 - D. Update spreadsheet
 - E. Make charts
5. Fire Drills & Tornado Drills
 - A. Update spreadsheet
6. General office duties
 - A. Shred as needed and empty shredder when full
 - B. Department reception as needed
 - C. Prepare any programming material needs

7. Other duties as assigned

- A. Problem solving
- B. Critical Thinking
- C. Cash Handling

Requirements/Routine:

- Schedule: usually Monday- Friday varying hours
 - Work area: Will maintain a neat and orderly work environment
 - Dress code: UWW Police name tag, conservative dress, hair, jewelry, make-up, and tattoos
 - Where work will take place: Usually within the Police Department but may need to run errands on campus. The various work tasks will involve some public interaction.
 - Equipment or software used: Badge SE, Microsoft Programs, telephone, fax, copy machine
 - Additional requirements: Confidentiality, integrity, pass background check, fingerprinted, off-duty social awareness, notification to Supervisor of any Law Enforcement contact, self-evaluation and supervisory evaluation completed annually
-

Learning outcomes resulting from student employment:

- Knowledge of Human Cultures and the Physical and Natural World
 - Engagement and asking big questions
 - Understanding contemporary and enduring issues
- Intellectual and Practical Skills
 - Inquiry, critical and creative thinking, written and oral communication, quantitative and information literacy, teamwork and problem solving
 - Taking on progressively more complex and challenging projects and problems
 - Increasing standards of performance over the course of employment
- Personal and Social Responsibility
 - Civic knowledge/engagement, ethical reasoning and actions, lifelong learning skills
 - Active involvement with diverse communities
 - Addressing real world issues
- Integrative Learning
 - Taking the classroom to the world in both general and specialized areas of study
 - Applying knowledge and skills
 - Taking on new responsibilities and problems