

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Police Records/Business Coordinator*

**I. JOB INFORMATION**

**Job Title:** Police Records/Business Coordinator (CS05)

**Job Class:** 11119                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction and in accordance with broad operating procedures, assists in providing business and financial support to the university police department.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Monitors and makes payments for departmental expenses and travel, processes complex transactions, reconciles accounts with significant financial magnitude and audits accounts for compliance with policies.
- Processes highly sensitive information utilizing the Automated Records Management System (ARMS).
- Maintains complete and accurate financial records, verifies information, reconciles Financial Accounting System, and prepares reports.
- Processes daily records and forms, as well as a variety of other internal and external materials associated with law enforcement personnel activity.
- Coordinates and disseminates records required for court appearances, manages requests for records from internal and external agencies.
- Assists with special events.
- Assists with hiring new department employees. Provides training and helps to supervise other employees. Uses independent judgment to make decisions in the absence of the immediate supervisor.
- Addresses and resolves problems utilizing department and university policies, procedures and practices.
- Processes information related to warrants, expungements and temporary protection orders.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and four years of (FT) related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree

in a related field and one year of (FT) related work experience. Excellent verbal/communication skills. Experience in writing, editing, and budget management. Previous supervisory experience. Ability to maintain accurate records. Strong interpersonal skills. Excellent public relations skills. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages.

**V. WORKING CONDITIONS**

Typical office environment. May work varied hours and shifts to include early mornings and evenings; requires on-campus travel.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

Business Math. Business Vocabulary, Business Grammar, Business Spelling.

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

11100

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*