

November 18, 2011

## **PART-TIME CAMPUS POLICE SECRETARY**

### **RESPONSIBILITIES**

- Manage day to day office functions
- Monitor work flow, data accuracy and overall quality
- Assure processes and procedures are accomplished according to established guidelines and regulations
- Make recommendations for changes to Chief of Police
- File, type and scan reports
- Greet and assist students/visitors in a professional and courteous manner
- Respond to technical questions from the public and gives them necessary information and performs other related duties as required

### **QUALIFICATIONS**

#### Required

- High school diploma or equivalent
- Clerical, office or customer service experience
- Experience with Windows, Microsoft Office, Internet and E-mail
- Good communication and organizational skills
- Knowledge of modern office equipment
- Must be able to exercise initiative, independent judgment and to act resourcefully under varying conditions, maintain strict confidentiality related to sensitive administrative and legal information
- Must be able to give clear and concise directions to visitors
- Must be able to lift and/or move up to 50 lbs
- Must have a valid Texas Class "C" driver license and must be insurable on Midland College's policy

#### Preferred

- Some college course work in office administration/business/criminal justice
- Imaging experience

### **SALARY**

\$8.50 per hour. Up to 19 hours a week.

### **APPLICATION**

Interested candidates should send a resume and completed official application to:

Zaira Valeriano  
Director Human Resources/Payroll, Midland College  
3600 N. Garfield  
Midland, Texas 79705  
(432)685-4532

**Midland College is an Equal Opportunity Employer**

**This position is security sensitive and subject to Texas Education Code Sec. 51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.**