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## Auburn University Job Description

Job Title:	<b>Spec, Clery Compliance</b>	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	<b>EH09</b>	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 33 \$39,300 - \$65,500

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### Job Summary

Maintains the compliance requirements for the Clery Act program for Auburn University Campus Safety and Security.

### Essential Functions

1. Classifies crime statistics according to the Clery Act guidelines. Maintains daily crime and fire log by receiving reports daily; maintains an audit trail of crimes to be reported in the annual crime statistics and related documentation.
2. Identifies and trains institutional Campus Security Authorities (CSAs). Requests crime statistics and communicates with CSAs to share updates and changes in responsibilities.
3. Maintains database of all properties identified as part of the university's Clery geography. Identifies separate campuses and creates campus maps. Identifies all law enforcement agencies with jurisdiction over Clery geography and requests crime statistics.
4. Prepares annual security and fire safety reports for all separate campuses. Gathers and compiles annual crime and fire statistics for inclusion in reports. Submits annual statistics to the Department of Education.
5. Maintains Clery administrative files for each calendar year, containing all documentation necessary to demonstrate compliance with the Clery Act.
6. Develops and assists with training and outreach programs required to meet Clery Act requirements. Develops and implements training for Campus Security Authorities.
7. Conducts and assists with emergency exercises for all campuses as required by the Clery Act. Maintains associated documentation.
8. Contributes to Campus Safety and Security programs, goals, and objectives related to economy, quality, customer satisfaction, and/or image through teamwork, cooperation, suggestions, and personal productivity and conduct.
9. Assists with response to emergencies as directed by Supervisor. May be required to work outside of normal business hours in support of university emergency management efforts.
10. Performs other job related duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

Degree in Criminal Justice, Criminology, Sociology, Business Administration, Higher Education, Law or relevant field.

#### Focus of Experience

Experience in coordinating a compliance program, data gathering, analysis, law enforcement, and training.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

See Job Family Levels

#### Certification or Licensure Requirements:

None Required

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/27/2017

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