Job Title: Part Time Administrative Assistant, Marathon, Institute for Public Safety

GENERAL DESCRIPTION:
The Administrative Assistant, Institute for Public Safety, performs a dual level of office management functions encompassing complex administrative work duties to support the Public Safety Department within the College and to support a Florida Department of Law Enforcement Training School and its administrative functions under the policies and guidelines of the FDLE Criminal Justice Standard and Training Commission. Work is performed under the general supervision of the Coordinator, Public Safety Institute. This is a part time position that requires 20 hours a week at the Institute for Public Safety.

ESSENTIAL JOB DUTIES:
1. Performs office management functions and coordination for the Institute for Public Safety Department, as established by Rule IIB-21.005 (8) (b) F.A.C., and Rule IIB-35.001 F.A.C, Florida Community College and the Director, Institute for Public Safety. Responsibilities include scheduling, correspondence, and records and file management.
2. Coordinates aspects of the Criminal Justice programs for the Marathon and Coral Shores centers. Travels between both locations.
3. Maintains up to date and current working knowledge of FDLE / CJSTC rules and curriculum.
4. Creates training course records and files for all courses conducted by training school instructors and course coordinators. Assembles all course schedules, student applications, registrations and related correspondence for all courses. Coordinates with the Director, course coordinators, instructors and students to ensure all files are complete and meet audit standards of the FDLE.
5. Sets up and maintains all files for the Institute for Public Safety as required by FDLE and FKCC guidelines, policy and procedures. Maintains proof of attendance. Ensures that all documented activity is on file for reference to various schools and criminal justice agencies.
6. Prepares certificates of completion and special awards. Assists Public Safety staff in scheduling and conducting graduation exercises for each academy.
7. Enters course and student information into the on-line training management database maintained by the Florida Department of Law Enforcement.
8. Maintains instructor files for each FDLE certified instructors and adjunct faculty hired to instruct basic law enforcement, corrections, and criminal justice courses. Processes all annual instructor recertifications, instructor applications for certification, and approval for employment.
9. Prepares and distributes course announcements and schedules via mail and e-mail to appropriate criminal justice-related agencies.
10. Maintains and updates Public Safety web site.
11. Maintains IPS master calendar and coordinates with the participating agencies to ensure proper scheduling. Coordinates requests and meetings with other departments and local agencies.
12. Collects time sheets for adjunct instructors. Calculates compensation and completes pay requests for approval by the Director.
13. Prepares and composes letters, reports and related paperwork. Types forms, requisitions, and purchase requests. Maintains annual requisition logs.
14. Receives and screens incoming calls, emails and physical inquiries and refers individuals to the appropriate personnel. Based on knowledge of inquiry, also provides information regarding services and operation of the Institute for Public Safety.
15. Opens, prioritizes and processes IPS mail. Maintains office supply inventory and places orders.
16. Participates in the internal Criminal Justice/Public Safety budget auditing system and the monitoring of the Trust Fund budget to assure proper accounting, expenditures and management. Assists in IPS budget preparation, transfers and management.
17. Assists in all College enrollment management efforts as appropriate.
18. Additional duties as assigned.  
(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will perform other job related duties as assigned.)

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of public safety training school management areas such as course planning and scheduling, budgeting, student records management, and automated software and hardware for public safety programs.
- Knowledge of College policies, procedures, and practices as related to the Public Safety Institute.
- Knowledge of business English, spelling and grammar, in order to prepare documents and compose letters.
- Knowledge of office practices and procedures used by the Florida Keys Community College, the Florida Department of Law Enforcement, and the Criminal Justice Standards and Training Commission.
- Ability to be detail-oriented and organized.
- Ability to process and maintain confidential information.
- Ability to operate a computer, including word processing and spreadsheet application software.
- Ability to establish and maintain effective working relationships with staff, students, and the public and local agencies.
- Ability to perform basic math calculations.
- Ability to communicate effectively both verbally and in writing.
- Ability to perform duties with minimal supervision.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited two-year college or university with an Associates Degree in a related field and a minimum of three (3) years experience in clerical and administrative support.  
  (OR)
- Five (5) years experience involving advanced clerical and administrative support work.

**SALARY:** $13.90 - $15.29 per hour  
**CLOSE DATE:** Open Until Filled  
**TO APPLY:** Submit all materials electronically to hr@fkcc.edu

Employment Consideration Requirement: Completed FKCC Application Form, Cover Letter, Resume, Official Post-Secondary Transcripts (Copies Acceptable, if applicable) and three letters of reference.

**Notice of Non-Discrimination**

Florida Keys Community College does not discriminate on the basis of race, color, national origin, ethnicity, age, sex, marital status, military status, genetic information, sexual orientation, religion, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

- **Equity Officer:** Lori Kelly, Librarian  
  (305) 809-3501 or lori.kelly@fkcc.edu
- **Title IX Coordinator:** Erika MacWilliams, Dean, Student Affairs  
  (305) 809-3277 or erika.macwilliams@fkcc.edu
- **Disability Services:** Suzy Park, Advisor and Disability Services Coordinator  
  (305) 809-3266 or suzy.park@fkcc.edu
- **Mailing Address:** Florida Keys Community College, 5901 College Road, Key West, FL 33040