**Student Assistant – Records**

**Salary:** $10.50 per hour

**Duties:**

This position reports to the Records and Communication Manager and conducts Live Scan (fingerprinting), performs a variety of operational and support duties related to San Jose State University Police Department. Including but not limited to:

- Answering phones, scheduling Live Scan appointments, addressing questions related to Live Scan and records procedures
- Data entry to a variety of Department of Justice databases or other websites
- Operate a variety of office equipment; copier, scan, fax machine
- Access and retrieve confidential police reports and other confidential material
- Utilize a variety of computer aided dispatch programs, audio programs, other police related programs
- Maintain office and other supplies needed for the work environment
- Prepare confidential documents for UPD, District Attorney’s Office or other law enforcement agencies

**Qualifications:**

- Ability to maintain tactful and courteous customer service
- Ability to maintain confidentiality in handling sensitive material
- Must be familiar with MS Office and Google Apps
- Able to navigate to a variety of internet browsers
- Ability to work independently

**Requirements:**

- Must be a currently-enrolled SJSU student in good standing
- Must be available to work during summer and winter breaks
- Must pass a University Police background investigation, which includes fingerprinting

**Schedule:** 20 hours/week, Monday – Friday schedule dependent on arrangement with Records Manager