

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Clery Compliance Coordinator  
Code: 19532  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: University Police Department  
Reports To: Executive Director, Strategic Initiatives

---

## *Summary*

- Function: Works collaboratively with various offices throughout the University to ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and associated regulations.
- Scope: Responsible for the Clery Act compliance program for The Univ. of Texas at San Antonio and stays abreast on pending or changing laws regarding the Clery Act.

## *Duties*

- Typical:
  1. Collaborates with the appropriate University department to identify and maintain all Campus Security Authorities for the institution for each academic years and well as providing, facilitating, and/or managing the training of Campus Security Authorities.
  2. Prepares the Annual Security and Fire Safety Report (ASR) and ensures notices announcing the availability of the ASR are properly developed and available to students, prospective students and employees.
  3. Publishes a daily public Crime Log. Discloses crime statistics or incidents that occur on campus, in unobstructed public areas adjacent to or running through the campus and at certain non-campus facilitates
  4. Coordinates with local, regional and designated law enforcement agencies to obtain crime statistics.
  5. Ensures the required annual crime statistics are submitted to the Department of Education.
  6. Stays abreast of any changes to the Clery Act and other laws or regulations affecting Clery Act provisions.
  7. Gathers crime and disciplinary referral data from various internal and external sources, such as the Dean of Student's Office, Counseling Services, the Student Health Services, Equal Opportunity Services, local law enforcement agencies.

<ul style="list-style-type: none"> <li>8. Maintains accurate records on security awareness and crime prevention programs/presentations.</li> <li>9. Distributes annual requests for crime statistics to all Campus Security Authorities at the end of each calendar year.</li> <li>10. Serves as a Records Custodian for all Clery Act associated records.</li> <li>11. Supervises the police department records sections and associated staff.</li> <li>12. Performs other duties as assigned.</li> </ul> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ul style="list-style-type: none"> <li>1. Serves as a liaison with outside agencies and UTSA Legal Affairs for open records request and police reports</li> </ul> </li> </ul>
--

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s degree from an accredited institution in Communication, Criminal Justice, Emergency Management or related field.	Master’s degree from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent oral and written communications.	Knowledge of University of Texas at San Antonio campus policy and procedures.
Ability to work independently and meet deadlines	
Excellent organizational skills.	Knowledge of criminal offenses and prepare crime statistics.

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years’ experience in procedural or management analysis.	Three years or more of work experience in Higher Education.
Previous experience complying with the requirements of the Clery Act.	
Knowledge with Title IX.	

***Equipment***

<b>Required</b>	<b>Possible</b>
Standard office equipment	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions	

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from the Executive Director of Strategic Initiatives	Direct and indirect supervision to Police Department Records staff.

***Accuracy***

Proficiency in all phases of duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.