



Position Title: Part-Time FDLE Registrar

Job Code: 8300

Grade: C1

Reports To: Assistant Director of the Law Enforcement Training Center

FLSA: Non-Exempt

Job Description:

The Part-Time FDLE Registrar is responsible for ensuring that documentation and files are in accordance with the rule of the Florida Department of Law Enforcement.

Duties & Responsibilities:

- Acts as liaison between Training Advisors and Management and the Registrar's Office, the accounts payable/receivable (Kendall), and clients.
- Assists all Training Advisors with the daily reporting requirements of the Florida Department of Law Enforcement.
- Assists the students and staff in ensuring that the classes are paying their bills and the students receive their college credits for continuing their education
- Maintains list of respective candidates for each scheduled class, independent and agency.
- Ensures the reference numbers for each class are ready for orientation and registration.
- Registers each class, utilizing the batch method
- Enters each class into the ATMS2 system for FDLE
- Ensures a proper documentation is attached to the registration forms before they go to the registrar
- Prepares billing forms for each class with the proper amounts times students and sends these to the registrar's office and one to Kendall A/R.
- Prepares the class roster with the name, address, phone, agency or independent, information on the list
- Conducts weekly checks in Odyssey to verify payments and drop dates.
- Enters grades of students in Odyssey after graduation when allowed by system.
- Enters pass or fail in ATMS2 for each student within 30 days of graduation.
- Completes drop cards and documentation when students fail or leave academy.
- Ensures the graduation card is filled out during orientation.
- Ensures the state exam registration forms are filled out and money orders sent to FDLE
- Maintains files of class documents up to date and checks to ensure the makeup work required is attached
- Ensures files for the class meets all requirements of FDLE.

Essential Personnel:

Non-essential

Minimum Requirements:

- Two years of college and two years of clerical experience
- Must have excellent computer skills and be able to demonstrate their skill with Word, Excel, Access, and Power Point.
- Must have excellent communication skills both personal and written.
- Must have knowledge of basic accounting principles.

- Must be able to adjust hours to meet the needs of the School of Justice.
- Must be able to work independently.
- Must be able to organize and file.
- Must be able to learn the Florida Department of Law Enforcement Rules and apply them.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name