

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Technical Clerk
Public Safety
Regular Full-time Position
Position Number 582510**

General Description

The Technical Clerk is under general supervision of the Director of Public Safety/Campus Police. The Technical Clerk is responsible for maintaining and updating property and inventory control, coordinating the University's background checks and scheduling maintenance and repair of departmental vehicles.

Primary Duties and Responsibilities

- Assist, address and resolve problems pertinent to the department's technical issues.
- Schedule replacement, repair or installation of CCTV or access control systems.
- Provide procedural guidelines to campus departments concerning access control and CCTV.
- Supervise the installation and upgrade of institution card access system.
- Research and document purchase recommendations for repair or replacement of inventory.
- Schedule/maintain preventive maintenance and repair of departmental vehicles; coordinate down-time of equipment to best complete departmental goals.
- Maintain operational status of the Public Safety vehicle fleet, on-board cameras and other key equipment.
- Provide assistance in accomplishing, monitoring and reporting of CCTV, transportation and parking demand, parking management software usage, records management systems, etc..
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to work overtime as required.

Required Minimum Qualifications

- High school graduate or equivalent.
- Computer proficiency.
- Valid Driver's License.
- Ability to work overtime as required; subject to emergency recall by department.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Previous security experience.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS