16A. Essential Functions of the Job

This position serves as a Clerk Typist and reports to the Office Manager / Director, Student Health Services.

27% Types rough drafts, notes and/or oral instruction copy materials for the unit.

20% Acts as desk clerk or receptionist, answers telephone, refers callers to appropriate sources of information. Assist students and visitors with questions and directions as needed.

20% Makes folders for new students, alphabetizes, files and retrieves medical records daily, file daily, and received and process incoming and outgoing mail daily.

20% Inputs and/or retrieves data on students from the computer through Peoplesoft. Review immunization forms.

10% Make charges for services rendered as needed.

2% Assist in purging and filing of medical folders in December and June as needed.

16B. Marginal Functions of the Job

Performs related work as required

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –

Will have ongoing contact with Students, Parents, Visitors, Administrators, and/or University Departments and Colleges.

17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?

NONE

18. SUPERVISOR'S POSITION: Number: 20128 Class Code:___0716______ Class Title: Office Manager
Position # 20132

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised. NONE

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
NONE

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)
Will have access to confidential medical data subject to numerous institutional, state, and federal statute, rule, and policy and will exercise appropriate caution in their personnel action. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. KNOWLEDGE/SKILLS/ABILITIES:
- Ability to type and word process
- Ability to plan, organize and coordinate work
- Ability to establish and maintain effective working relationships with others
- Ability to communicate effectively both verbally and in writing
- Knowledge of office procedures
- Ability to type correspondence
- Ability to use correct grammar and spelling
- Ability to operate general office machines

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications A high – school diploma and five years of appropriate work related experience. Appropriate vocational/technical training may substitute for the high school diploma.

Preferred Qualifications Associate’s Degree in related area, and a minimum of 1 year work related experience.

Working Hours: a) Daily from 8 to 5 b) Total hours per week 40
c) Explain any variations in workweek, split shifts, on-call status or rotations. May be required to attend events related to Student Affairs on evening and/or weekends.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:
Please review statements below check all that apply.

- This position requires a background check and/or fingerprinting. Florida Statutes.
- This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.
- This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. SIGNATURES: ____________________________________________________________________________  ____________________________________________________________________________  ____________________________________________________________________________
Incumbent                      Signature                      Date

Supervisor                      Signature                      Date

Reviewing Officer               Signature                      Date