1. Division: STUDENT AFFAIRS
   2. Transaction Type: 
      - Establishment
      - Update
      - Reclassification
      - Transfer
   3. Position Number: 20181
4. School/College: FLORIDA A&M UNIVERSITY
5. Department Number: 045012
6. Budget Entity: AUX
7. Effective Date: (Personnel Use Only)
8. Department: HOUSING
9. FTE: 1.0
10. Pay Plan:
11. On-Call: 
12. Lead Worker: 
13. Subsection:
   14. Class Code: 0003
   15. City: TALLAHASSEE
   16. County: LEON
17. Class Code: 
18. Class Title: CLERK

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

ESSENTIAL JOB FUNCTIONS

25% Maintains control of the building’s key system, issuing keys and requesting new keys. Maintains a log of all incidents, monitoring the lobby, performing security every two hours, securing the building at the designated time or as deemed necessary. Performs security checks of stairwells, windows, bathrooms, laundry room, exits; monitors the alarm system and responds appropriately to any breach of building security; responds to emergency situations such as fire alarm, emergency evacuation situations, broken pipes, sickness, assault, rape, attempted suicides, heat or air conditioning malfunctions. Maintains a log of all incidents/activities that transpired during the shift and completes appropriate incident forms for all emergency situations.

20% Receives incoming telephone calls, greets visitors, and maintains possession of visitors’ ID cards of visiting residents of the opposite gender. Accurately records messages, provides information pertaining to the resident hall to visiting or prospective students, maintains express mail log and distributes all express mail or packages to the addressee.

10% Provides adult supervision for Summer Program without adult supervisors for participants less than 18 years of age. This includes (a) Monitoring Hall Floors; (b) Monitoring exterior doors for illegal entrance and exit; (c) Inspecting rooms nightly for curfew.

10% Accompanies maintenance personnel, exterminators and other designated personnel throughout the building and providing them access to rooms as required.

10% Compiles and drafts correspondence, edits and completes final copies for approval. The Clerk is responsible for completing periodic updates of resident’s roster, room charts, and charge documents.

10% Requires supervision of the student staff, housekeepers and provides direction to security guards.

10% Inspects all room weekly for health, safety, improper equipment, and contract compliance.

MARGINAL JOB FUNCTION

2% Assists with check-ins and check-outs

1% Distributes correspondence and information to student residents

2% Assists with student training sessions.

Performs other related duties as required.

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19. Subordinates: List class codes, official class titles, and position numbers for each position that reports directly to this position.

None

20. Supervisor’s Position Number: 20084  Class Code: 9427  Class Title: Coordinator, Student Affairs

21. Working Hours: a) Daily from 8:00 a.m. to 5:00 p.m.  b) Total hours per week 40  

Work hours may vary to meet the department’s needs.

22. Knowledge, Skills, and Abilities: List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

1. Standard knowledge of Office procedures and practices, office equipment/machinery such as, typewriters, adding machines, computers, and copiers. (Software such as: Microsoft Word, Access, Excel, Internet, and E-Mail
2. Knowledge of the facility and Fire Alarm System
3. Ability to answer the telephone and record messages accurately
4. Ability to make security checks inside and outside of building to include negotiating stairwells.
5. Ability to communicate effectively verbally and in writing.
6. Ability to complete thorough interior and exterior rounds hourly.
7. Responds to any emergency situation in a manner consistent with established University policies and procedures

23. Required Licenses/Certifications/Other Specific Requirements of Law: Please review statements below check all that apply.

X This position requires police background check and/or fingerprinting, Florida Statues.

☐ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.

☐ 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.

24. Signatures: I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

________________________________________  ____________________________  ________________
Name of Incumbent (Print)  Signature  Date

________________________________________  ____________________________  ________________
Name of Immediate Supervisor (Print)  Signature  Date

________________________________________  ____________________________  ________________
Name of Reviewing Authority (Print) (Vice President, Dean, Director, Department Head or other administrative officer)  Signature  Date

25. University Personnel Relations Office Review:

________________________________________  ________________
Director, University Personnel Relations  Date