**Florida Agricultural and Mechanical University**

**UNIVERSITY SUPPORT PERSONNEL SYSTEM**

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs</td>
<td>[ ] Establishment</td>
<td>[X ] Update</td>
</tr>
<tr>
<td></td>
<td>[ ] Reclassification</td>
<td>[ ] Transfer</td>
</tr>
<tr>
<td>4. School/College/Department</td>
<td>5. Department Number:</td>
<td>6. Effective Date: (Personnel Use Only)</td>
</tr>
<tr>
<td>Special Programs</td>
<td>040300000</td>
<td></td>
</tr>
<tr>
<td>7. Section:</td>
<td>8. FTE: 1</td>
<td>9. Budget Entity:</td>
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<tr>
<td></td>
<td>PRES</td>
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<tr>
<td>13. City</td>
<td>14. County: Leon</td>
<td>15. Class Code:</td>
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<tr>
<td>Tallahassee</td>
<td>NEW</td>
<td>0109</td>
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<tr>
<td>Class Title:</td>
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<td>Senior Secretary</td>
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</table>

**16. STATEMENT OF FUNCTION.** Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

**16A. Essential Functions of the Job.**

This position serves as the Secretary for the Office of Judicial and Resource Services and reports to the Director of Judicial and Resource Services. The responsibilities include, but not limited to: Answering inquiries from students, faculty, administrators and individuals who contact the office seeking information relating to judicial affairs. Routes inquiries to the appropriate staff members. More specifically, emphasis will be placed on the following:

- Perform other duties as assigned by the Director
  - Assists in coordinating secretarial and routine administrative functions of the Special Programs Office related to judicial affairs
  - Provide liaison with other offices and with the public representing the Director of Judicial Affairs when requested
  - Human Resources Representative for the following: prepares documents for student employment, submit certification for payroll for staff and OPS student employees, submit time sheets for staff and OPS student employees, pick-up and disseminate payroll; prepares and submit required eave request forms
  - Conduct Judicial Briefing and prepare Recommended Orders
  - Make arrangements for meetings with staff, including time and place, informs participants to topics to be discuss, and may provide background information and other supporting documents for agenda items.
  - Assist with the production of the Student Handbook (The Fang)
  - Prepares and monitors travel request and reimbursement
  - Responsible for ordering supplies and keeping recording of inventory for the office
  - Responsible for maintaining calendar for the Director and staff members
  - Pick-up and disseminate mail
  - People Soft Representative: Requisitions for ordering supplies and equipment and travel
  - Assists with daily management and logistical support of the Judicial Affairs Office
  - Responds to inquires from students, family members, faculty, and staff for assistance and/or program information
  - Assist in the development and/or recommendations to support departmental publications and website updates

**16B. Marginal Functions of the Job**

The Senior Secretary serves on committees, task forces, and work groups that pertain to the essential functions of the Judicial Affairs Office involving the university-wide community, and/or other committees as directed by the Director

**16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) – Has sustained contact with Students, Parents, Visitors, Administrators, and/or University Departments and Colleges**

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

In consultation with the Director and Administrative Assistant, he/she will assist in making recommendation for new and/or revised policies and practices that will enhance overall efficiency and effectiveness for in delivering services on campus.

**18. SUPERVISOR’S POSITION: Number: 17354________ Class Code: ____9421____ Class Title: _______Director, Student Affairs_______________________
19. **SUBORDINATE UNITS:** (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.)

OPS and Student Workers as assigned

19A. Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.

As part of collaborative team efforts charged with the responsibility for efficient and effective Orientation best practices, meets regularly with the Director to communicate program needs, concerns, and/or to obtain assistance in accomplishing the assigned responsibilities.

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

Monitor and comply with all fiscal expenditures and guidelines in accordance with university and state policies and procedures.

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 data subject to numerous institutional, state, and federal status, rule, and policy and will exercise appropriate caution in their personnel action. In addition, will provide guidance and leadership to the assigned unit to instill a similar cautious attitude. Must be in compliance with Federal Education Rights & Privacy Act (FERPA) laws.

Will have access to confidential data subject to numerous institutional, state, and federal statute, rule, and policy and will exercise appropriate caution in their personnel action. In addition, will provide guidance and leadership to the assigned unit to encourage a similar cautious attitude. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. **KNOWLEDGE/SKILLS/ABILITIES:**

   - Ability to think creatively and develop innovative ways to provide programs and activities that meet student needs.
   - Ability to use Personal Computers and proficiency in Microsoft Office and Database Management;
   - Ability to organize and manage multiple projects simultaneously;
   - Demonstrate strong written and verbal communication skills;
   - Excellent time-management and organizational skills;
   - Ability to communicate effectively and work with a diverse student body, and with university personnel;
   - Ability to self-supervise and demonstrate initiative;
   - Ability to work in a fast-paced, high energy environment, as well as work flexible hours.

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 seven years of administrative support or related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

**Preferred Qualifications:** Experience in higher education environment in Student Affairs to include, but not limited to: Campus Activities, Housing, or related area. A Bachelor's Degree from an accredited institution and four years of experience in student judicial affairs, housing, or a related area.

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.

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: ______________________ Date:________________

   Supervisor: ______________________ Date:________________

   Reviewing Officer: ________________ Date:________________