### 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></td>
<td>20121</td>
</tr>
</tbody>
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<tr>
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<tbody>
<tr>
<td>Student Affairs</td>
<td>0320-000-62</td>
<td>2</td>
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</table>

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<thead>
<tr>
<th>7. Effective Date:</th>
<th>8. Department:</th>
<th>9. FTE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Personnel Use Only)</td>
<td>Public Safety (Police Department)</td>
<td>1.0</td>
</tr>
</tbody>
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<thead>
<tr>
<th>10. Pay Plan:</th>
<th>11. On-Call:</th>
<th>12. Lead Worker:</th>
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</thead>
<tbody>
<tr>
<td>Parking Services</td>
<td>0710</td>
<td>Tallahassee</td>
<td>Leon</td>
</tr>
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<thead>
<tr>
<th>17. Class Code:</th>
<th>18. Class Title:</th>
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<tbody>
<tr>
<td></td>
<td>Administrative Assistant</td>
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### 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.

#### % of Time

- **30%** Under the direction of the Assistant Director, the incumbent is responsible for the daily administration and operational aspects of the research and collections of all outstanding parking fines, to include students, employees, and visitors/others.

- **15%** Screens all billing documents, student holds and employee outstanding accounts for accuracy prior to mail out and or account posting.

- **10%** Serve as primary liaison in the resolution of disputed billings, accounts and inquiries through research of student holds, employee, and other outstanding accounts.

- **10%** Serve as liaison of departmental filing to ensure timely retrieval of documents and resolution of account inquiries.

- **10%** Serve as liaison with in-state and out-of-state Department of Motor Vehicles agencies or other resources for identifying frequent violators.

- **10%** Assist in the quality control initiatives in the areas of the electronic reporting, data management and data entry to include identifying and reporting system modification requests in writing.

- **5%** Assist with formulation of Parking Services standard operational procedures, policies and resolution of problems concerning the Parking program operations to include conducting special cost and/or budgetary studies, and analyzes findings.

- **5%** Serve as custodian of parking gated computer system and manual citation booklets.

- **5%** Marginal: Perform other duties as deemed necessary by the Director and Management Team, to include but not limited to participation in special projects to meeting goals and objectives of the department and supervision of staff as needed.
Position Number: 20121

19. Subordinates: List class codes, official class titles, and position numbers for each position that reports directly to this position.
   - 20236 - Program Assistant
   - 20035 - Senior Clerk
   - 20424 - Program Assistant
   - WorkStudy Students (3)

20. Supervisor's Position Number: 20421
    Class Code: 9321
    Class Title: Assistant Director

21. Working Hours: a) Daily from __8:00 a.m._____ to____5:00 p.m._____ b) Total hours per week____40_____
    c) Explain any variations in workweek, split shifts, on-call status, or rotations.

22. Knowledge, Skills, and Abilities: List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.
   - Knowledge of accounting principles, practices and procedures.
   - Knowledge of FAMU Traffic Rules and Regulations, and Florida Statutes regarding parking on campus.
   - Knowledge of administrative principles and practices.
   - Knowledge of principles and techniques in effective verbal and written communication.
   - Skill in operating computerized citation system.
   - Skill in operating personal computers.
   - Skills in preparing spreadsheets utilizing Microsoft Excel.
   - Ability to deal with general public in a professional and courteous manner.
   - Ability to build and maintain effective working relationships.

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.
     Valid Florida Driver’s License

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.

   Muriel Payne Fisher  ____________________________  ____________________________  ______________
   Name of Incumbent (Print)       Signature     Date

   John M. Kirby  ____________________________  ____________________________  ______________
   Name of Immediate Supervisor (Print)       Signature     Date

   James W. Lockley, Jr.  ____________________________  ____________________________  ______________
   Name of Reviewing Authority (Print)       Signature     Date
   (Vice President, Dean, Director, Department Head or other administrative officer)

25. University Personnel Relations Office Review:

   ______________________________________  ______________
   Director, University Personnel Relations       Date