1. Division: Student Affairs

2. Transaction Type: 
   - [ ] Establishment
   - [ ] Update
   - [ ] Reclassification
   - [ ] Transfer

3. Position Number: 18225

4. School/College: 

5. Department Number: 041700008

6. Budget Entity: 

7. Effective Date: (Personnel Use Only)

8. Department: Public Safety (Police Department)

9. FTE: 1.00

10. Pay Plan: 23

11. On-Call: 

12. Lead Worker: 

13. Subsection: Administration

14. Class Code: 0114

15. City: Tallahassee

16. County: Leon

17. Class Title: Executive Secretary

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.

This is highly responsible work as Executive Secretary to the Asst. Chief of Police, playing an integral role in ensuring that the department functions properly and meets the demands required of it in the area of administration. The incumbent must be flexible, conscientious and proficient in carrying out assigned tasks and responsibilities. In addition to assignments given by immediate supervisor and other executive staff members, incumbent will work closely with the administrative services coordinator.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential</th>
<th>Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Prepares various departmental documents relative to payroll, travel, and personnel matters.</td>
<td></td>
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<tr>
<td>10%</td>
<td>Processes and distributes mail according to established procedures; prepares material for mailing.</td>
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</tr>
<tr>
<td>30%</td>
<td>Composes routine correspondence; proofreads and/or finalizes letters, memorandums, reports or other documents for approval and/or signature.</td>
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<tr>
<td>15%</td>
<td>Establishes and maintains departmental administrative filing systems.</td>
<td></td>
</tr>
<tr>
<td>5%</td>
<td>Enters, updates and/or retrieves information utilizing automated systems.</td>
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<tr>
<td>5%</td>
<td>Assists in planning, analyzing, and preparing special projects.</td>
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<tr>
<td>5%</td>
<td>Performs administrative tasks assigned by the criminal investigations and uniform patrol commanders.</td>
<td></td>
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<tr>
<td>5%</td>
<td>Receives and distributes messages, and schedules and/or arranges appointments as necessary.</td>
<td></td>
</tr>
<tr>
<td>2%</td>
<td>Transcribes confidential taped interviews for major crimes, internal investigations and/or sensitive letters or reports.</td>
<td></td>
</tr>
<tr>
<td>3%</td>
<td>Performs other related duties as assigned.</td>
<td></td>
</tr>
</tbody>
</table>
Position #: 18225

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


21. Working Hours: a) Daily from ________ to ________  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.
   Ability to determine work priorities, assign work and ensure proper completion of work assignments.
   Knowledge of office procedures and practices.
   Skill in utilizing Microsoft Office Suite software.
   Skill in using office machines and equipment.
   Ability to understand and apply applicable rules, regulations, policies and procedures.
   Ability to communicate effectively verbally and in writing.
   Ability to comprehend and follow oral and written instructions.
   Ability to work independently.
   Ability to utilize problem-solving techniques.
   Ability to establish and maintain effective working relationships.
   Ability to respond to the public in a courteous, calm and effective manner.

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 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.

Evelyn Gainous
Name of Incumbent (Print)  Signature  Date

John Earst
Name of Immediate Supervisor (Print)  Signature  Date

Calvin Ross
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