1. The Division: **Student Affairs**

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

3. Position Number: **20014**

4. School/College: **Student Affairs**

5. Department Number: **0320-000-62**

6. Budget Entity: **2**

7. Effective Date: (Personnel Use Only)

8. Department: **Public Safety (Police Department)**

9. FTE: **1.0**

10. Pay Plan: **23**

11. On-Call: 

12. Lead Worker: 

13. Subsection: **Parking Service Section**

14. Class Code: **0716**

15. Class Title: **Office Manager**

16. City: **Tallahassee**

17. County: **Leon**

18. Class Code: **1418**

19. Class Title: **Sr. Fiscal Assistant**

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.

% of Time ESSENTIAL:

22% Serves as Lead Vehicle Registration Representative; issuance of all decals, provides paid receipts and/or all pertinent parking/payment research and information.

10% Prepares and process all mail in payments, quick post citations for payment into PeopleSoft and enforcement, refund requests, charge adjustments, and maintain logs of the same.

10% Assists in daily input of accounts receivable documents to include unpaid appeals and maintain accurate records on input and tracking information. Verify data input, advise supervisor, and initiate corrections for approval prior to input.

10% Maintain statistics on the decals by type and gather information on a daily basis.

10% Assist the department with filing of all documents relative to research, citations, appeals, vehicle registration, and payments.

10% Assists in research of student/employee inquires to include pertinent databases, manual files, and/or software systems to determine amount owed.

8% Provides customer service, answering and directing phone calls, greeting customers.

5% Serves as alternate for Levels One and Two appeals processes.

5% Prepares reports on operational statistics upon request.

5% Serves as alternate liaison for payroll certifications and/or pick-up of salary warrants for OPS and USPS/A&P staff.

Marginal:

5% Performs other related duties as needed to meet the mission and core values of the department, to include but not limited to participation in special projects each semester.
Position Number:  __20014____________

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

   N/A

20. **Supervisor’s Position Number**: 20018 Class Code: 9225 Class Title: Coordinator, Administrative Services

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 administrative principles, practices and procedures.
   - Knowledge of budget preparations.
   - 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.

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.
     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.

   **Essie M. Black**  
   Name of Incumbent (Print)  
   Signature  
   Date

   **Gwendolyn M. Staten**  
   Name of Immediate Supervisor (Print)  
   Signature  
   Date

   **Mary Adams, Business Manager**  
   **James Lockley, Asst. Chief**  
   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