**Florida Agricultural and Mechanical University**  
**UNIVERSITY SUPPORT PERSONNEL SYSTEM**  
**POSITION DESCRIPTION**

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<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
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<tr>
<td>Student Affairs</td>
<td>Establishment</td>
<td>16813</td>
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<tr>
<td>University Registrar</td>
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<td>0716</td>
<td>Tallahassee</td>
<td>Leon</td>
<td>Administrative Assistant</td>
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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 the time.

The incumbent of this position works independently assisting the University Registrar in implementing, coordinating, and maintaining operational and administrative policies and procedures for the Registrar’s Office, including Records, Registration, and general operational functions in order to facilitate good internal control, sound fiscal responsibility, and solidifying operational procedures.

**ESSENTIAL FUNCTIONS**

- **25%** Supervises and recommends the hiring of temporary and student employees in the Office of the University Registrar; supervises employees in preparing office correspondence to include all correspondence required by the various internal offices and the other contracted services; answer routine correspondence independently of the Registrar; maintain and schedule appointments and travel plans for the Registrar and Assistant Registrars. In addition, the incumbent prepares and edits all correspondence for the University Registrar.

- **25%** Responsible for specific administrative and fiscal duties in preparing, processing, and tracking budgets, purchases, travel, hiring and in disseminating information regarding personnel rules and regulations, information concerning registration and other student services. Assist in reviewing rules and regulations and conduct daily administrative activities within the department. Reviews records needed by higher administrative levels. Performs special assignments and statistical reporting and serves as recorder for the Academic Appeals and University Withdrawal Committees.

- **30%** Prepares and maintains bi-weekly payroll certifications for A&P, USPS and OPS. Responsible fiscal officer for pick-up and distribution of all payroll checks. Compiles and completes all paperwork for A&P, USPS, OPS and student assistants. Audits all employee timesheets; prepares overtime and compensatory time reports. Maintains all employee leave records, requesting audits from Personnel Services as needed and processes all requisitions for supplies and services.

- **5%** Responsible for all administrative and personnel files assigned to the University Registrar, maintains confidentiality of personnel files for all employees, and duplication of materials contained in these files. Compiles and accumulates letters and memoranda used in processing and/or settlement of employee grievances.

- **5%** Conducts an orientation program for all newly assigned personnel as to organization, work policies and procedures, benefits, education and training in addition to monitoring and maintaining inventory of all Registrar supplies.

- **5%** Assists in providing supervision of all other office activities.

**MARGINAL DUTIES**

- **5%** Performs related work as assigned.
Position #       16813

19. **Subordinates:** List class codes, official class titles, and position numbers for each position that reports directly to this position.  
OPS Program Assistant(s); USPS Program Assistant

20. **Supervisor’s Position Number:** 17571  
Class Code:    9355  
Class Title: University Registrar

21. **Working Hours:**  
a) Daily from 8 a.m. to 5 p.m.  
b) Total hours per week 40  
  
c) Explain any variations in workweek, split shifts, on-call status, or rotations.  
May be required to work evenings and weekends

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

Calculator 15% - Copy Machine/Fax Machine 15% - Personal Computer /Typewriter 70%  

(a) Ability to plan, organize, and coordinate work assignments.  
(b) Ability to supervise the organization and maintenance of records.  
(c) Ability to develop and maintain reports, forms files and correspondence.  
(d) Ability to communicate effectively verbally and in writing.  
(e) Ability to make decisions in a timely manner.  
(f) Knowledge of supervisory principles and practices.

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.

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)  Signature  Date  
(Vice President, Dean, Director, Department Head or other Administrative Officer)

25. **University Personnel Relations Office Review:**  

_________________________________________________________________________________  
Assistant Vice President, Human Resources  Date