Florida Agricultural and Mechanical University
UNIVERSITY SUPPORT PERSONNEL SYSTEM
POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [X] Update [ ] Transfer
   Position Number: 20047000
3. School/College/Department
   Student Activities/Union
4. Department Number: 041400062
5. Effective Date: (Personnel Use Only)
6. Section:
7. FTE: 1
8. Budget Entity:
9. Pay Plan:
10. Subsection: PRES
11. Class Code: NEW
12. Class Title: Clerk
13. City: Tallahassee
14. County: Leon
15. Class Code: Class Title: Clerk
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 under the working title of Clerk and reports to the Director of Student Activities. The responsibilities include serving as the primary receptionist and assisting with general office responsibilities.

- **85% General Responsibilities**
  - Serves as primary receptionist, including preparing correspondence and other necessary forms, answering phone calls, greeting the public, mail distribution, typing, filing, photocopying, and providing general information and referral assistance upon request.
  - Provide information to caller and other inquiries about the programs and services offered by Student Union and Activities.
  - Prepare necessary forms for signature of Director and/or Associate Director.
  - Maintain general organization and maintenance of office area.

- **10% Other Duties**
  - Type requisitions and other forms as necessary.
  -

- **5% Other Duties**
  - Other duties as assigned.

16B. Marginal Functions of the Job
- Assist with other union/office staff with activities/events as needed. Serve on various committees as required or requested.

16C. Program Direction and Development
None.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –

Frequent contact is made with College personnel, faculty, students and the general public in the routine performance of duties and in providing routine departmental services and duties.

17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?
18. **SUPERVISOR’S POSITION:** Number: 20005 Class Code: ______ Class Title: Director of Student Union and Activities

19. **SUBORDINATE UNITS:** (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.)

OPS, College Work Study and other Student Workers/Volunteers as assigned

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

Daily direction from the Director, position will to communicate program needs, concerns, and/or to obtain assistance in accomplishing the assigned responsibilities. Otherwise, self-directed to complete responsibilities of the office.

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.)

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

Must be able to communicate **professionally** verbally and in writing.

Must be able to operate a computer including proficiency in Microsoft Office and Database Management.

Must be able to provide and understand verbal/visual orders from supervisor and to subordinates.

Must be able to operate basic office equipment, including but not limited to, office copier, typewriter, calculator, fax machine, and shredder.

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 or GED is required. Seven years related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

**Preferred Qualifications:** Associate degree preferred, plus at least one year of full-time clerical experience in higher education environment or Student Affairs.

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.

**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.

May be required to attend events related to Student Affairs evenings and/or weekends.
ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

<table>
<thead>
<tr>
<th>24. SIGNATURES:</th>
<th>Incumbent</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Supervisor</td>
<td>Signature</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Reviewing Officer &amp; Title</td>
<td>Signature</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>