



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Administrative Assistant – Confidential  
Job Code: 244

Overtime Pay: Ineligible

Primary Responsibility

This is work directly assisting the President, a Vice President, and Vice Provost, Dean or comparable level administrator.

Confidential employees, as defined in Section 447.203(5), Florida Statutes. This may include persons who act in a confidential capacity to assist or aid managerial employees. [Confidential employees (1) directly assist managerial employees who have a significant role in collective bargaining negotiations and policies, personnel administration, employee relations, or employee grievances; or (2) have access to confidential information regarding collective bargaining negotiations. Any position designated in this classification must be reviewed in accordance with the Review of Confidential Employees Procedure and determined to meet the criteria of confidential as specified in Florida Statutes, Chapter 447.]

Typical Tasks

Coordinates and assists with all matters involving the administrator's activities requiring regular interaction with all levels of the administration.

Coordinates administrative activities between the administrator and his or her directors or chairpersons.

Speaks on behalf of the administrator exercising trustee discretion.

Coordinates the collection, compilation, analysis, and submission of data for formal administrative reporting.

Assists in developing operating budget requests.

Maintains financial records for the unit.

May manage personnel and payroll for the unit.

Projects budget needs.

Interprets applicable University of Central Florida rules, policies, and procedures governing office operations.

Minimum Qualifications

A high school diploma and eight years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact  
Compensation and Classification in Human Resources at  
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UCF Human Resources website:  
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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Executive Administrative Assistant – Confidential  
Job Code: 243

Overtime Pay: Eligible

Primary Responsibility

This is work directly assisting an Assistant Vice President or higher level administrator.

Confidential employees, as defined in Section 447.203(5), Florida Statutes. This may include persons who act in a confidential capacity to assist or aid managerial employees. [Confidential employees (1) directly assist managerial employees who have a significant role in collective bargaining negotiations and policies, personnel administration, employee relations, or employee grievances; or (2) have access to confidential information regarding collective bargaining negotiations. Any position designated in this classification must be reviewed in accordance with the Review of Confidential Employees Procedure and determined to meet the criteria of confidential as specified in Florida Statutes, Chapter 447.]

Typical Tasks

Coordinates and assists with all matters involving the administrator's activities requiring regular interaction with all levels of the administration.

Coordinates administrative activities between the administrator and his or her directors or chairpersons.

Speaks on behalf of the administrator exercising trustee discretion.

Coordinates the collection, compilation, analysis, and submission of data for formal administrative reporting.

Assists in developing operating budget requests.

Maintains financial records for the unit.

May manage personnel and payroll for the unit.

Projects budget needs.

Interprets applicable University of Central Florida rules, policies, and procedures governing office operations.

Minimum Qualifications

A high school diploma and eight years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Administrative Assistant – Confidential  
Job Code: 242

Overtime Pay: Eligible

Primary Responsibility

This is work performing or supervising all office functions and procedures for a college, division, or large administrative or academic department. Office functions include budget maintenance, payroll certification, personnel actions, purchasing requests, travel arrangements, property and inventory or supervision of clerical and secretarial staff.

Confidential employees, as defined in Section 447.203(5), Florida Statutes. This may include persons who act in a confidential capacity to assist or aid managerial employees. [Confidential employees (1) directly assist managerial employees who have a significant role in collective bargaining negotiations and policies, personnel administration, employee relations, or employee grievances; or (2) have access to confidential information regarding collective bargaining negotiations. Any position designated in this classification must be reviewed in accordance with the Review of Confidential Employees Procedure and determined to meet the criteria of confidential as specified in Florida Statutes, Chapter 447.]

Typical Tasks

Assists in developing operating budget requests.  
Maintains financial records for the unit.  
Manages personnel and payroll for the unit.  
Processes personnel action forms.  
Reconciles budgets.  
Projects budget needs.  
Certifies payroll.  
Initiates travel forms.  
Initiates purchase requisitions.  
Takes inventory.  
Interprets applicable University of Central Florida rules, policies, and procedures governing office operations.  
Serves in liaison with other departments.  
May coordinate academic course assignments and course scheduling with faculty, Academic Affairs, Registrar's Office, and other related offices.

Minimum Qualifications

A high school diploma and seven years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Executive Secretary – Confidential  
Job Code: 247

Overtime Pay: Eligible

Primary Responsibility

This is work performing secretarial and administrative support tasks for the President, the Provost or a Vice President.

Confidential employees, as defined in Section 447.203(5), Florida Statutes. This may include persons who act in a confidential capacity to assist or aid managerial employees. [Confidential employees (1) directly assist managerial employees who have a significant role in collective bargaining negotiations and policies, personnel administration, employee relations, or employee grievances; or (2) have access to confidential information regarding collective bargaining negotiations. Any position designated in this classification must be reviewed in accordance with the Review of Confidential Employees Procedure and determined to meet the criteria of confidential as specified in Florida Statutes, Chapter 447.]

Typical Tasks

Coordinates internal and external contacts and communications for the administrator. Arranges and schedules the administrator's social functions, meetings, and conferences.  
Provides information to inquiries received or refers to appropriate unit for action.  
Maintains confidential files.  
Researches and compiles information for reports.  
Performs a variety of highly sensitive and confidential tasks.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Office Manager – Confidential  
Job Code: 239

Overtime Pay: Eligible

Primary Responsibility

This is work performing or supervising all office functions for a unit or one or more office functions for a large unit. Office functions include budget maintenance, payroll certification, personnel actions, purchasing requests, travel arrangements, property and inventory or supervision of clerical and secretarial staff.

Confidential employees, as defined in Section 447.203(5), Florida Statutes. This may include persons who act in a confidential capacity to assist or aid managerial employees. [Confidential employees (1) directly assist managerial employees who have a significant role in collective bargaining negotiations and policies, personnel administration, employee relations, or employee grievances; or (2) have access to confidential information regarding collective bargaining negotiations. Any position designated in this classification must be reviewed in accordance with the Review of Confidential Employees Procedure and determined to meet the criteria of confidential as specified in Florida Statutes, Chapter 447.]

Typical Tasks

Processes personnel action forms.  
Reconciles budgets.  
Certifies payroll.  
Initiates travel forms.  
Initiates purchase requisitions.  
Takes inventory.  
Interprets applicable University of Central Florida rules, policies, and procedures governing office operations.  
Serves in liaison with other departments.  
Projects budget needs.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Office Assistant – Confidential  
Job Code: 238

Overtime Pay: Eligible

Primary Responsibility

This is work performing one or more office functions for a unit. Office functions include budget maintenance, payroll certification, personnel actions, purchasing requests, travel arrangements, property and inventory or supervision of clerical and secretarial staff.

Confidential employees, as defined in Section 447.203(5), Florida Statutes. This may include persons who act in a confidential capacity to assist or aid managerial employees. [Confidential employees (1) directly assist managerial employees who have a significant role in collective bargaining negotiations and policies, personnel administration, employee relations, or employee grievances; or (2) have access to confidential information regarding collective bargaining negotiations. Any position designated in this classification must be reviewed in accordance with the Review of Confidential Employees Procedure and determined to meet the criteria of confidential as specified in Florida Statutes, Chapter 447.]

Typical Tasks

Processes personnel action forms.  
Reconciles budgets.  
Certifies payroll.  
Initiates travel forms.  
Initiates purchase requisitions.  
Takes inventory.  
Interprets applicable University of Central Florida rules, policies, and procedures governing office operations.  
Serves in liaison with other departments.  
Projects budget needs.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Secretary – Confidential  
Job Code: 246

Overtime Pay: Eligible

Primary Responsibility

This is work performing secretarial and staff support tasks for staff.

Confidential employees, as defined in Section 447.203(5), Florida Statutes. This may include persons who act in a confidential capacity to assist or aid managerial employees. [Confidential employees (1) directly assist managerial employees who have a significant role in collective bargaining negotiations and policies, personnel administration, employee relations, or employee grievances; or (2) have access to confidential information regarding collective bargaining negotiations. Any position designated in this classification must be reviewed in accordance with the Review of Confidential Employees Procedure and determined to meet the criteria of confidential as specified in Florida Statutes, Chapter 447.]

Typical Tasks

Performs all receptionist duties for a unit and its staff.  
Prepares a variety of materials such as correspondence, reports, or manuscripts some of which may be confidential.  
Screens or handles confidential correspondence.  
Maintains records for the unit.  
Initiates purchase requisitions, change orders, travel request or similar forms for staff.  
May be delegated signature authority for office transactions.  
May assist with payroll and other office operations.

Minimum Qualifications

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

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