

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ADMINISTRATIVE COORDINATOR

<b>JOB CODE: 30001</b>	<b>PAY GRADE: 10</b>	<b>PAY RANGE: \$34,200 - \$54,720</b>
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### GENERAL DESCRIPTION

Under the general direction of a supervisor, performs supervisory duties of personnel and/or functional areas and complex clerical work requiring skilled and accurate typing and knowledge of Sheriff's Office policies and procedures. Incumbents are expected to exercise independent judgment and to make decisions regarding complex questions and work methods. Work is reviewed through observation, review of work products, and results obtained.

**SUPERVISES OTHERS:** Determined by area of assignment

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervise clerical staff and complete performance evaluations or supervise a complex process in a functional area;
- Prepare documents that are complex in nature;
- Enter requisitions for irregular and/or specialty purchases;
- Oversee various databases and processes within area of assignment;
- Answer phones and respond to complex citizen inquiries and complaints;
- Notarize Documents;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

### QUALIFICATIONS

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education, pursuant to Section 1005.02(7), F.S.
- Five (5) years' experience in a clerical office environment
- OR two (2) years' supervisory experience
- OR equivalent combination of experience
- An accuracy score of 75% on data entry

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- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of business English, spelling, and arithmetic
- Knowledge of general office practices and procedures
- Ability to operate standard office equipment such as computer terminal, copy machine, and calculator.
- Ability to maintain accurate records, logs, and files
- Ability to perform essential functions with frequent interruption and/or distractions
- Ability to prioritize assignments
- Ability to work independently and identify more effective methods of work operation
- Ability to think through consequences of a decision
- Time management skills
- Inter-personal skills
- Verbal and written communication skills
- Accurate typing skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist