

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ADMINISTRATIVE COORDINATOR

JOB CODE: 30001

PAY GRADE: 12

PAY RANGE: \$41,706 – \$66,728

GENERAL DESCRIPTION

Under the general direction of a supervisor, members in this position perform highly complex administrative work and maintain knowledge of Sheriff's Office policies and procedures. Members are expected to exercise independent judgment and to make decisions regarding complex questions and work methods. This position requires accurate typing, an advanced level of performance and knowledge of entering and maintaining information into databases, updating files, processing forms, researching information, and managing records. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Determined by area of assignment

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises the work of administrative staff and/or supervises the complex processes in a functional area ensuring adherence to quality standards, deadlines and proper procedures, correcting errors and problems (determined by area of assignment)
- Completes performance evaluations, develops and implements corrective action plans for assigned staff members, approves time off requests, and monitors actions of assigned staff members (determined by area of assignment)
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Resolves issues or responds to questions regarding policies and procedures
- Provides guidance in handling difficult or complex problems or in resolving escalated complaints or disputes in assigned functional area
- Oversees, compiles, revises, and maintains department databases, files, work orders, and records in response to inquiries and produces routine and nonroutine reports
- Conducts research, collects information on nontechnical, operational, or administrative issues and types summary of research findings
- Performs criminal history search inquiries utilizing databases
- Researches and updates various agency databases with timely and accurate information
- Prepares and reviews records, reports, and files to verify information is accurate before providing to external requesters and/or internal requesters, while maintaining an accurate documentation log

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- Prepares invoices for recording documentation and forwards funds received following proper procedures
- Trains and instructs employees assigned to functional area on the job duties, policies and procedures, and arranges for formal trainings for newly hired employees
- Researches, compiles, and prepares reports, manuals, correspondence, and other documents required, such as presentations, expense, statistical, or monthly reports
- Maintains and monitors records pertaining to inventory, orders, supplies, registrations, products, certifications, enrollments, work orders, or machine maintenance
- Plans for or coordinates office services such as equipment or supply requisitions or organization, maintenance, or other services
- Maintains paper and electronic filing/scanning systems and recording of information
- Maintains, stores, and disseminates confidential documents in accordance with the Health Insurance Portability and Accountability Act (HIPAA) guidelines
- Serves as Records Custodian, testify in court regarding health record documents, and/or provide requested documents to satisfy subpoena or court order
- Answers phones and responds to complex citizen and member inquiries, issues, and/or complaints
- Notarizes documents
- **Specialized functions and responsibilities may vary by area of assignment**
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- 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. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Five (5) years' experience in an administrative office environment
- Two (2) years' supervisory experience (determined by area of assignment)
- Or equivalent combination of education and experience
- Data entry score of 80% accuracy
- 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 and excellent interpersonal skills
- Oral 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 8 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, climb, reach, kneel and twist