

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ADMINISTRATIVE COORDINATOR

JOB CODE: 30001	PAY GRADE: 10	PAY RANGE: \$34,200 - \$54,720
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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 diploma or G.E.D.
- Five (5) years' experience in a clerical office environment
- OR two (2) years' supervisory experience
- OR equivalent combination of experience
- A score of 75% on a basic skills test
- Must achieve a minimum standard score of 35 on a Microsoft Office Professional test
- A typing test will be administered to assess speed and accuracy
- 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