

MARSHALL COUNTY, ALABAMA

Job Description

ADMINISTRATIVE COORDINATOR - SHERIFF'S OFFICE

Department: Sheriff's Department

Job Code: 157

Pay Grade: 108

FLSA Status: Non-Exempt

Reports To: Chief Clerk

JOB SUMMARY

The Administrative Coordinator, Sheriff's Office, coordinates service of documents, transport of commitments, escorts for County prisoners, and process service for out of state agencies and attorneys. Prepares and maintains a variety of records and reports. Assists with elections by preparing correspondence and delivery schedule for election materials and notifying workers. Assists with Sheriff's sale. Assists Chief Clerk, as needed, by reviewing and coordinating work of clerks, assisting with budget preparation, and establishing and maintaining fiscal records. Fills in for Chief Clerk in absence.

ESSENTIAL JOB FUNCTIONS

- Coordinates service, appearances, transport, and execution of court orders.
- Coordinates escorts for County prisoners' court appearances in Guntersville and Albertville.
- Arranges initial appearance proceedings for adults and juveniles and with probation officers.
- Compares lists of state inmates with daily log to identify inconsistencies.
- Receives, receipts and deposits various funds and makes purchases.
- Processes inmate food bills and payments from state and other jurisdictions.
- Prepares out of state affidavits for service in accordance with requirements and maintains payments for service.
- Assists Chief Clerk, as needed, and establishes and maintains fiscal records.
- Assists with reviewing work of clerks and coordinating work.
- Prepares departmental payroll records and time sheets.
- Assists with budget preparation.
- Prepares periodic financial and statistical reports and ensure accounts balance.
- Provides up-to-date listing of equipment to be covered by insurance.
- Assists in performing research for grants that are available.
- Writes grant proposals for available state and federal grants.
- Monitors grants received and prepares required reports.
- Prepares and maintains Probate, Juvenile, and Mental transport records for billing and budget monitoring.
- Prepares and mails court cost executions, receipts monies, and forwards funds to proper court.
- Oversees processing of invoices and monitor expenditure of funds from pistol permit fund.
- Oversees law enforcement purchases and ensures that items are included in inventory.
- Assists the public and inmates regarding civil matters, pending litigation, court summary information, and court dates.
- Updates employee records, fleet inventory, car maintenance records, etc.
- Prepares reports and records for District Attorney and Circuit Clerks for Grand Jury Sessions.
- Makes purchases for department in accordance with established procedures, i.e. obtains purchase orders, orders supplies, verifies orders, sends invoices for payment, etc.
- Purchases and manages office supplies.
- Fills in for Chief Clerk, as needed.
- Requires regular and prompt attendance, plus the ability to work well with others and work well as a team.

- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree in business administration, public administration, criminal justice, accounting, or a related field and three (3) years of experience, in a law enforcement organization, or an equivalent combination of education and experience.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of basic accounting and bookkeeping.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of basic filing systems and coding methods, including alphabetical and numeric, indexing methods, etc.
- Knowledge of departmental and County handbooks and procedures, election and court procedures, sheriff's association, and accounting procedures.
- Knowledge of personal computers, operating system, and software.
- Knowledge of radio console, terminology, and codes used in Dispatch.
- Ability to communicate both verbally and in writing.
- Ability to read and comprehend departmental rules, regulations, procedures, and instructions.
- Ability to understand verbal instructions and directions.
- Ability to operate basic office equipment, including PC's.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public and provide information in a polite and efficient manner both in person and on the telephone.
- Ability to perform data entry at an error free rate equivalent to 40 words per minute.
- Ability to make decisions in accordance with precedents and regulations and apply them to work situations.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.

PHYSICAL DEMANDS

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, lifting, standing, stooping, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.