



## Seminole County Sheriff's Office

### OFFICE COORDINATOR

Class Spec Code: 1060

Established Date: 05/19/2019

Last Revised Date: 01/19/2022

Effective: 11/18/2022

#### Salary Range

\$19.97 - \$29.96 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-

Service/Maintenance

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Work involves administrative and operational support of assigned division.

#### Typical Duties

***Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.***

Assists in the supervision of Program Specialists and Program Assistants. Establishes and explains priorities to subordinate staff.

Interview applicants for positions as requested; makes recommendations for hiring and termination.

Evaluates probationary and annual Program Specialists and Program Assistants performance.

Recommends and enrolls Program Specialists and Program Assistants in training programs.

Responds to requests, inquiries, made in person, online, via email, and/or telephone.

Coordinates, records, and advises staff members of engagements and meetings as required. Oversees the receipt, opening, and annotating of incoming mail, electronic mail, and other written reports and communications; process correspondence, official forms reports, and other materials as required.

Maintains files, office records, and official records. Ensures electronic imaging and filing of all written communications; and assembles and researches materials from files and records.

Prepares various routine and special reports and summaries.

Processes incoming payments (may include daily reconciliation reporting).

Conducts research as necessary to complete special projects and work assignments.

Completes assignments for Manager.

Maintains office supplies (ordering and organization) Recommends and implements administrative business processes and procedures. Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

- Associate's Degree
- Two (2) years responsible experience in a personnel office environment or criminal justice work
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

**Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Ability to operate a variety of office equipment to include: computers, calculators, facsimile machine, and copiers. Perform a broad range of supervisory responsibilities over others. Review or check the work products of others to ensure conformance to standards.

Ability to assume responsibility and execute Manager's instructions; to organize work and provide technical guidance and training to subordinates; to maintain office records and filing systems; to meet and deal effectively with personnel from other agencies and the general public; to communicate effectively both orally and in writing

Dependent on assignment, Office Coordinator should have knowledge of Community Corrections terminology,

principles, procedures, functions and interrelationships of the criminal justice system

### **WORKING CONDITIONS**

The work environment for this position is in an office atmosphere. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

### **PHYSICAL ATTRIBUTES REQUIREMENTS**

***Mobility***-Mostly sedentary work but some standing and walking; constant use of a computer

***Visual***-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

***Dexterity***-Frequent repetitive motion and reaching

***Emotional/Psychological***- Frequent public contact; decision-making and concentration

***Special Requirements***- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime