

JEFFERSON COUNTY
Job Description

Job Title: OFFICE COORDINATOR
Department: JeffCom
Division: Administration
Reports to: Director
FLSA Exempt: No
Union: Teamsters
BBP: No
HIPAA: Level 4
Salary Level: OFFCO
Shift: 8 a.m. to 5 p.m.
Location: 81 Elkins Road
Approved by: Human Resources Manager JD
Approved: October 4, 2007

SUMMARY: Performs a variety of clerical duties including preparing, screening, routing, and distributing law enforcement and public safety reports and records, records maintenance, typing, information processing, bookkeeping, accounting, and related activities by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other essential duties may be assigned.

Enters, codes, and retrieves a variety of information from various computer systems and source documents according to appropriate procedures. Compiles, sorts, and verifies accuracy of data to be entered. Prepares monthly reports for State 911 grant contracts.

Searches and retrieves information from files, microfiche, computer records, and other documents in response to specific requests. May assist the Director in the handling of public information requests in accordance with the Public Records Act (RCW 42.56). Responds to a variety of requests for information concerning records and department functions and policies.

Posts data to various departmental, fiscal, and other records according to standard procedures. May compile simple reports from such records.

Receipts and logs revenues to multiple databases. Reviews expenditures against multiple budgets. Inputs all bills, expense vouchers, etc., for payment to multiple funds into County computer system. Assists in preparation of multiple budgets. Prepares monthly payroll for JeffCom Staff.

Categorizes statistics according to a variety of guidelines and criteria and prepares this information in appropriate formats for reports as required by the division and for other agencies.

Types reports and general correspondence for the JeffCom Office. Prepares and processes forms, memos, and cards. Receives and makes phone calls for JeffCom offices and gives information to callers, composes and types correspondence, opens and routes incoming mail, and performs other administrative and clerical duties.

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Attends monthly JeffCom staff meetings, Technical Committee meetings, and Administrative Board meetings to keep minutes that include official actions and significant elements of discussion.

Analyzes, organizes, and performs activities related to office operations and procedures such as bookkeeping, accounting, record keeping, preparation of payroll, filing, typing, supplies requisition and distribution, and handling of monies.

Assists with planning and development of methods, layouts, arrangements, filing systems, and other details of secretarial or clerk functions as directed or requested.

Fosters an attitude of cooperation, coordination, and efficient, intelligent use of resources for a service-oriented organization.

May represent JeffCom and Director in negotiations and service relations with telephone service companies, vendors, and other service contracts.

Ensures security and confidentiality of sensitive information.

Is current in modern accounting methods and procedures, business correspondence and report preparation.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

COMPETENCY: To perform the job successfully, an individual should demonstrate competency in the following:

Cost Conscientiousness - Works within approved budget; assists with developing and implementing cost saving measures; conserves organizational resources..

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values; supports affirmative action; respects diversity.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quantity - Meets productivity standards; completes work in timely manner or notifies appropriate person with an alternate plan.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

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Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and / or EXPERIENCE

High School diploma or general education degree (GED); and five (5) years of related experience in a legal, financial, or law enforcement organization; and two (2) years of progressively more responsible clerical or financial positions; or equivalent combination of education and experience.

LANGUAGE SKILL

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Ability to accurately and effectively take minutes at meetings.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to compute rates, ratios, and percentages. Ability to create, read, and interpret financial documents and ledgers such as financial statements and budgets.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS, REQUIREMENTS:

Valid Washington Driver's License
Successfully pass polygraph (lie detector) test.
Successfully pass a criminal background check

OTHER SKILLS, AND ABILITIES:

Ability to work adjusted hours as necessary to meet deadlines.
Ability to operate a variety of office equipment including a multi-line telephone, copy machine, personal computer and various software programs including word processing, spreadsheet and database programs, and calculator.
Ability to exhibit good judgment in making decisions in accordance with regulations, rules, policies, laws and ordinances.
Ability to work independently with minimal supervision.
Ability to deal effectively with other employees, agencies, and general public.
Ability to remain calm in an emergency or stressful situation.

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Ability to understand and maintain the confidentiality of sensitive and confidential information.
Ability to maintains a high standard for accuracy, completeness, and efficiency in the preparation of reports.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is occasionally required to reach with hands and arms, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. Manual dexterity and typing skills required by this job are extensive use of computers, keyboards, office equipment and similar specialized technical and electronic equipment commonly found in an office or communications center setting.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.