

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

ADMINISTRATIVE COORDINATOR - SHERIFF

JOB GRADE: 12

JOB CODE: 157

Department: Sheriff
Reports To: Chief Clerk - Sheriff
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 040.261-010, 096.127-014

JOB DESCRIPTION

Coordinate service of documents, transport of commitments, escorts for county prisoners, and process service for out of state agencies and attorneys. Prepare and maintain a variety of records and reports. Assist with elections by preparing correspondence, delivery schedule for election materials, and notifying workers. Assist with Sheriff's sale. Assist Chief Clerk as needed by reviewing and coordinating work of clerks, assisting with budget preparation, and establishing and maintaining fiscal records. Fill in absence of Chief Clerk.

ESSENTIAL JOB FUNCTIONS

A. Coordinate service, appearances, transport, and execution of court orders:

1. Prepare court ordered executions and court ordered attachments for service.
2. Make appointments/schedule deputies for evictions & unlawful detainer.
3. Coordinate transports for commitment and petition hearings, Department of Correction's transports, out of county and out of state transports ordered by judge, etc.
4. Coordinate escorts for county prisoners' court appearances in Guntersville and Albertville.
5. Arrange initial appearance proceedings for adults and juveniles and with probation officers.
6. Coordinate seizures of real and personal property in accordance with court orders.
7. Coordinate civil process service for out of state agencies and attorneys.
8. Prepare out of state affidavits for service in accordance with requirements, and maintain payments for service.

B. Assist Chief Clerk as needed, and establish and maintain fiscal records:

1. Assist with reviewing work of clerks, and coordinating work.
2. Prepare departmental payroll records and time sheets.
3. Reconcile bank statements and prepare spreadsheets monthly for office accounts.
4. Assist with budget preparation.
5. Prepare cashbooks and maintain detailed records of funds distributed.
6. Prepare periodic financial and statistical reports and insure accounts balance.
7. Assist in performing research for grants that are available.
8. Prepare and maintain Probate, Juvenile and Mental transport records for billing and budget monitoring.
9. Prepare and mail court cost executions, receipt monies, and forward funds to proper court.
10. Oversee processing of invoices and monitor expenditure of funds from pistol permit fund.
11. Oversee law enforcement purchases and insure that items are included in inventory.

C. Prepare and maintain records and reports, provide information, assist with elections and sheriff's sale:

1. Assist the public, and inmates regarding civil matters, pending litigation, court summary information and court dates.
2. Update employee records, fleet inventory, car maintenance records, etc.

ESSENTIAL JOB FUNCTIONS (Continued)

3. Prepare county election correspondence for Probate Judge and Circuit Clerk.
4. Notify individuals appointed to serve as poll workers, and notify poll workers of election and voting site.
5. Prepare delivery schedule for election materials.
6. Prepare reports, memos, and correspondence such as Protection from Abuse, case action summaries and sentencing orders, dockets and docket notices, reports for judges and circuit clerk, etc.
7. Prepare reports and records for District Attorney and Circuit Clerks for Grand Jury Sessions.
8. Assist the public by notarizing documents for appeals submitted to civil and criminal courts.
9. Maintain youthful offender records and files, Draeger certification records and follow-up dates, etc.
10. Prepare Notice of Levy & Notice of Sheriff's sale of seized property, advertise Sheriff's sale, and receipt and properly distribute money generated by executions and sale.
11. Fill in for Chief Clerk as needed.

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 to apply them to work situations.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.

MINIMUM QUALIFICATIONS

- Associate degree in business administration, public administration, criminal justice, accounting, or related field plus three (3) years of experience in a law enforcement organization desirable.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.