

**INGHAM COUNTY  
JOB DESCRIPTION**

**OFFICE COORDINATOR - SHERIFF'S DEPARTMENT**

**General Summary**

Under the supervision of the Command Officer for Staff Services, serves as lead worker for records clerks and other support staff, includes coordinating, assigning, and performing records processing and maintenance, report preparation, and the processing and record keeping of financial matters. Oversees and verifies the recording of employee payroll, inmate trust monies, bond money, and other transactions. Responds to requests under the Freedom of Information Act and various other requests for information from attorneys, inmates, and the public. Backs-up and performs the functions of the records and accounting clerks as necessary.

**Essential Functions**

1. As the lead worker for records and other clerical support staff, participates in employment interviews, schedules staff and approves time off, makes work assignments, and conducts or oversees training.
2. Provides a variety of secretarial and administrative support services for command staff, includes typing letters, reports, and other documents, answering telephone calls, scheduling appointments, arranging and attending meetings, and preparing and maintaining files. Serves as back-up to the Secretary to the Sheriff.
3. Oversees and verifies the recording and deposit of inmate trust account monies. Balances and deposits bond monies and writes checks to various courts.
4. Researches and responds to requests under the Freedom of Information Act from attorneys, the general public, and inmates. Provides copies of various documents and computes fees.
5. Reviews departmental payroll, includes verifying scheduled work hours and overtime and accuracy of time cards regarding leave requests, compensation time, and holiday pay. Forwards payroll information to Financial Services Department.
6. Preparation of posting and billing for all requested off-duty police services. Posts and coordinates deputies overtime assignments.
7. Ensures that the Concealed Weapon Permits are prepared and submitted on a monthly basis to the Ingham County Gun Board.
8. Reviews citizen letters and other correspondence and drafts responses. Prepares other correspondence from verbal direction and edits and proofs documents.

9. Assists with administrative activities such as updating policies and procedures, collecting budget data and related financial documents, and related functions.
10. Responds to staff inquiries regarding personnel and administrative procedures.
11. Backs-up other departmental support staff including records and accounting staff.

**Other Functions**

12. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications**

**Education:** High school graduation or equivalent, with some advanced coursework in accounting, data/word processing, and office management.

**Experience:** Four years of progressively more responsible accounting, secretarial, records processing or related administrative experience, with at least two years experience with a law enforcement agency or in a closely related setting.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and retrieve documents from office filing systems.
- Ability to access all administrative areas of the department.
- Ability to enter and retrieve information from computer.
- Ability to ascend and descend stairs.

**Working Conditions:** Works in office conditions.