

**LIVINGSTON COUNTY
JOB DESCRIPTION**

JAIL ADMINISTRATIVE COORDINATOR

Supervised By: Jail Operations Lieutenant
Supervises: Support staff as assigned
Department: Sheriff
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Jail Operations Lieutenant, this position is responsible for supervising/managing the day-to-day support services of the Sheriff's Office-Jail Division. The Jail Administrative Coordinator is responsible for records management functions with extensive internal, public, and customer service interaction, bookkeeping, database upkeep, and account maintenance. Oversees the work of subordinate support staff as assigned, responding to operational and procedural issues. Responsible for providing administrative support to Jail Lieutenants serving as a resource for all jail-related concerns. Manages all service and maintenance issues in the jail requiring strong public relations skills and ability to interact with citizens, inmates, business leaders, government officials, and law enforcement executives of Livingston County. The assigned work requires a high degree of confidentiality.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides supervision to assigned Inmate Service Specialists and Intake Service Specialists, including responding to and resolving operational and procedural questions, providing instruction and guidance, determining work assignments and work schedules, training, conducting performance evaluations, participating in hiring, disciplinary, and termination matters and other supervisory-related issues.
2. Answers inquiries from inmates, citizens, and others regarding jail procedures, schedules, and other matters.
3. Manages jail maintenance work orders and assists in scheduling workload through defined systems. Communicates with field or other personnel and maintains related scheduling, work order and customer service information and databases. Coordinates the repairs for all operational equipment within the jail facility.

4. Functions as the lead in handling complex service issues and serves as the designated liaison to other agencies, departments, or governments for administrative and data transfer matters related to the Jail's MAT program.
5. Oversees the confidentiality and management of personnel files. Ensures that all appropriate supervisory matters, such as ensuring proper discipline and evaluations are completed for employees under his/her supervision.
6. Provides confidential executive support to the Jail Operations Lieutenant, Jail Lieutenants and other members of the command staff as requested.
7. Responds to complaints, requests for service or informational requests in person, computer, and over the phone. Provides Notary Public service to Inmates for legal matters. Processes requests following prescribed procedures or refers inquiry to appropriate party. Recommends and develops improved service and records management approaches as appropriate.
8. Serves as the information technology support contact for the jail division. Resolves computer and technology issues by assisting with problems and contacting appropriate IT personnel if unassisted resolution cannot be found.
9. Generates forms, correspondence, reports, memos, packets, agendas, minutes, and other similar documents and/or materials.
10. Often responsible for communicating assignments to field personnel and coordinating service issues with other governments, agencies, and the general public.
11. May assist with budget management including responsibility for maintaining the office budget, tracking accounts, and monitoring departmental expenditures and assisting with the administrative aspects of budget preparation.
12. Maintains, reviews, and ensures the accuracy and completeness of records, forms, documents, attachments, data, and other such materials for the Jail's annual MDOC Inspections, as well as the JMS database. Develops complex spreadsheets and database processes to record and analyze information.
13. Oversees the ordering of all office supplies for all jail staff. Engages in bookkeeping activities ranging from simple postings to reconciling statements, preparing payroll information, maintaining accounts payable and receivable and reviewing submitted financial documents for completeness.
14. Interacts with customers, resolves service issues, maintains related databases, and follows related procedural directives. Assists customers in obtaining required information, registration, or other service objective. Generally, is responsible for handling and resolving all customer service and other matters that are more complex, high-level, or sensitive in nature.

15. Required to learn specialized database software to perform the specific duties of the assigned department. Must also be proficient in all applicable Microsoft Suite applications.
16. Will be trained in back-up duty for the Executive Assistant/Office Manager and in multiple other work areas, including payroll and any others as requested by the Sheriff or Undersheriff.
17. Manages VCS, the timekeeping software. Adds and deletes users as well as performs any needed maintenance or general upkeep. Reviews and fixes time errors, approves requests, and adjusts entries when needed.
18. Manages changes to the policies and procedures of the LCSO-Jail Division as needed at the direction of the Jail Operations Lieutenant.
19. Provides backup support for the Inmate Services Specialists and others as required to assure adequate coverage.
20. Prepares daily, weekly, and monthly reports for the Jail Operations Lieutenant, Sheriff, and other governments, agencies, and the general public through use of the JMS system.
21. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED with supplementary vocational or college-level training in office management or similar instruction and three years of progressively more complex experience in providing clerical and administrative support or office management. Experience working in a law enforcement environment preferred.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan Vehicle Operator's License.
- Notary Public Certification.
- Concealed weapon license.

- CPR certified.
- LEIN certified.
- Excellent leadership skills and the ability to suggest new and improved office techniques as well as quickly grasp the intricacies of administrative systems for the assigned department.
- Knowledge and experience working in a law enforcement environment.
- Strong knowledge of office procedures, scheduling appointments, maintaining executive meeting notes, preparing executive correspondence, and maintaining detailed and accurate executive records.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles and application and administrative support techniques.
- Strong working knowledge of personnel administration, resource management, and executive needs, plus the ability to effectively manage and motivate assigned staff.
- Skill in effectively communicating assigned areas of responsibility orally and in writing and coordinating the workload of others.
- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records, and following and suggesting refinements to procedural systems.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master software programs utilized by the assigned department and new technologies.
- Experience in data collection and the preparation of comprehensive and accurate reports.
- Ability to quickly learn organization and/or department operations, services, and policies.
- Knowledge of general financial rules, regulations, laws and procedures.

- Knowledge of FOIA and programs the department utilizes.
- Skill in Microsoft Office, including Excel, Word and PowerPoint.
- Skill in VCS timekeeping system, Power DMS, MUNIS, OnBase, RMS, JMS, CAD Resource Monitor, Adobe Acrobat MICJIN, MITN, and the State of Michigan MCOLES Information & Tracking Network are all preferred.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation 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 communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

- Close vision (clear vision at 20 inches or less).