



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

EXECUTIVE ADMINISTRATIVE COORDINATOR

Division: Office of the Sheriff
Section: None
Pay Grade: 112
FLSA Status: Non-Exempt
Classification: Full-Time
Updated on: April 2024

JOB SUMMARY

This **non-critical** position is responsible for performing a variety of functions which involve secretarial, clerical, and other administrative duties in support of the Lt Colonel/Chief of Staff, Assistant Sheriffs, and Division Commanders. Assignments are routine in nature and are carried out in accordance with general work instructions and established office practices, procedures, and precedents. The employee receives general supervision from, and reports directly to, the **Lt Colonel/Chief of Staff**. Work is evaluated through observations, conferences, and reports.

ESSENTIAL JOB FUNCTIONS

- Prepares assignments, as directed, from the Lt Colonel/Chief of Staff, Assistant Sheriffs, and various Division Commanders.
- Reviews correspondence and answers written inquiries.
- Answers routine telephone inquiries concerning the operation of the Office of the Sheriff.
- Interacts with Agency Commanders to compile and prepare agendas for commanders' meetings.
- Creates agendas, attends and prepares minutes for weekly commanders' meetings and CompStat.
- Attends, takes notes, creates and distributes reports for weekly CompStat meetings.
- Receives and distributes documents and correspondence to and from Executive Commanders.
- Performs confidential tasks, as assigned by the Lt Colonel/Chief of Staff, Assistant Sheriffs, and various Division Commanders.
- Assists superiors in a variety of administrative matters.
- Researches the current rates for per diem and state rates when making travel arrangements. A suggested website would be www.gsa.gov.

- Researches cost and makes reservations on the internet for travel related to training fore Agency personnel.
- Prepares and forwards memorandum to Financial Services for each training course approved after all arrangements are finalized.
- Prepares reports and correspondence requested by superiors where information must be obtained from a variety of sources, as well as, make recommendations affecting aspects of office policy.
- Processes requisition and distribution of office supplies and related equipment.
- Attends and participates in meetings and training sessions, as required.
- In the absence of the Executive Office Administrator, perform duties as needed.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's Degree in office administration, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Three (3) years of computer terminal operation experience.

Licenses or Certifications:

- Must possess a valid driver's license.

Special Requirements/Qualifications:

- Must pass a typing test at a minimum speed of 50 words per minute.
- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge of office practices, procedures, and equipment.
- Knowledge of agency functions and organization.
- Knowledge of business English, spelling, and punctuation.
- Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machines.
- Skill in coding, categorizing, and filing records and other materials.
- Ability to complete routine assignments in nature and are carry out in accordance with general work instructions and established office practices, procedures, and precedents.
- Ability to transcribe dictation which has been recorded.
- Ability to reads, writes, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.
- Ability to write, compose, and develop documents, manuals, and other literature.
- Ability to arrive at effective decisions for routine situations.
- Ability to utilize a high level of discretion, good judgement, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.

- Ability to organize and determine priorities of diverse assignments.
- Ability to compose and type accurately and with reasonable speed, a variety of correspondence, reports and other materials from rough draft or handwritten copy.
- Ability to perform a variety of secretarial assignments requiring considerable accuracy.
- Ability to accurately proofread reports.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain professional decorum at all times.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of sitting for prolonged periods of time, answering the telephone, and operating computer equipment. Must be able to read computer screens and be able to distinguish colors; climb a step stool or stoop down to reach file drawers just above or below arm level; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed primarily in an office setting with frequent interruptions.