

COUNTY OF GILLESPIE
JOB DESCRIPTION

Administrative Services
Coordinator
Sheriff's Office



Department: Sheriff
Position/ Class Title: Administrative Services Coordinator
Supervisor: Field Operations Lieutenant
Pay Grade: 17
Employment Status: Hourly, Non-exempt

GENERAL DESCRIPTION:

The Administrative Services Coordinator performs a variety of clerical functions and provides administrative support to the Patrol Division of the Gillespie County Sheriff's Office.

ESSENTIAL DUTIES / FUNCTIONS:

- Facilitate new hire processing and orientation of the Sheriff's Office regarding specific policies and procedures, and separation paperwork and documentation.
- Assist in maintaining Texas Commission on Law Enforcement (TCOLE) data for Sheriff's Office personnel, and coordinate training for Sheriff's Office personnel.
- Process property confiscated through seizure and maintain asset forfeiture records.
- Schedule and organize Sheriff's Office Community Outreach programs.
- Maintain Sheriff's Office vehicle files.
- Process vehicle damage reports and forward them to Human Resources from claim initiation.
- Coordinate Sheriff's office vehicle repairs.
- Maintain inventory and repair of equipment that is assigned to personnel; coordinate inspections and replacement as necessary.
- Process Sheriff's Office fuel cards and maintain records of same.
- Conducts research or performs other special projects as assigned.
- Performs other duties as assigned.
- Timeliness and regular attendance required.

KNOWLEDGE, SKILLS, and ABILITIES:

The ideal candidate will have the following Knowledge, Skills, and Abilities:

- Law Enforcement background/experience preferred, but not necessary.
- Operate a computer using standard word processing, data inquiry, or spreadsheet software.
- Operate standard office equipment and type accurately.
- Maintain complex records and files.
- Establish and maintain effective working relationships with other county employees, officials, and the public. Demonstrate proficiency in both oral and written communication.
- Work well with frequent interruptions.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- Must be at least 18 years of age.
- High School Diploma or GED.
- Valid Texas Driver License.

- Must consent to and pass a criminal background check.

ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol-free working environments. The location of this position is primarily in the Gillespie County Law Enforcement Center which consists of a normal government office environment (heated/air conditioned).

Physical Ability: Some tasks require the ability to exert medium physical effort in medium work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks may involve extended periods of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motion at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions may be occasionally performed with exposure to adverse environmental conditions, including exposure to damp/wet surfaces, dusty conditions, fumes, and odors.

The normal work schedule is Monday through Friday, forty hours per week, with varying schedules possible on occasion. Overtime and/or unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergencies. County employees are required to record their work hours properly and to submit time records promptly to their supervisor.

APPLICATION INFORMATION

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County “Employment Opportunities” link at <https://www.gillespiecounty.org/>.

Please Return your completed application to:

Email: hr@gillespiecounty.org

In Person: Gillespie County Courthouse room 102-B

Mail: Gillespie County, 101 W. Main St., Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of the finalist. New or rehired potential employees will be required to provide documentary proof of their employment eligibility. Gillespie County is a public employer; therefore, all applications are public information.

I have read and understand the essential duties/functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature _____ Date _____