

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**ADMINISTRATIVE COORDINATOR – SHERIFF**

Spec No. 2338

**BASIC FUNCTION**

To provide administrative support and a full range of secretarial duties to the Undersheriff, assigned bureau or division. Due to the nature of the job responsibilities for the Administrative Coordinator, and exposure to highly sensitive information, projects, and work product of the Sheriff's Office, utmost confidentiality and extensive discretion is a basic requirement for this position.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assists in research and analysis projects as directed; developing, recommending and implementing procedural changes for use by office personnel.
2. Establishes and maintains office filing systems, enters data in office records manually and/or on computer terminal. Maintains and retrieves data in various computer systems; creates and updates database files as needed; prepares reports from database information.
3. Drafts, types and edits various documents such as correspondence, memorandums and/or letters as assigned. May design certificates, charts, graphs, brochures and forms.
4. May provide technical word processing and spreadsheet guidance or training to departmental staff.
5. Maintains custody of and processes highly confidential and sensitive departmental information such as employee evaluations, personnel files, hiring process documentation, training, disciplinary, FMLA and medical files.
6. Attends meetings and takes and transcribes meeting minutes for departmental publication and distribution; may create and prepare meeting agendas.
7. Maintains various logs and records pertaining to numerous labor union work groups. May draft and/or compose grievance response memorandum as requested.
8. Transcribes dictation and recorded interviews as requested.
9. Retains and purges internal working office files, Sheriff's Office personnel or confidential files in accordance with legal retention schedules and established policy protocols or as directed within scope of assignment.
10. Responds in a timely manner to requests from Risk Management, the Prosecuting Attorney's Office, or as requested.

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STATEMENT OF OTHER DUTIES

11. May work on special projects as assigned.

MINIMUM QUALIFICATIONS

Three (3) years of personal, confidential or executive secretarial or business administration experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. One (1) year of secretarial or business administration coursework may be substituted for six (6) months of experience. Previous law enforcement or equivalent secretarial experience is preferred. Must pass job related tests, including a polygraph examination, psychological evaluation, pre-employment drug screening, criminal history check and background investigation. Must be a United States citizen at least 21 years of age at the time of application. No maximum age.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- governmental practices and principles
- collective bargaining agreements and how they relate to grievances
- Family Medical Leave Act (FMLA) guidelines
- computer technology
- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage

Ability to:

- operate computer terminals and applied software packages
- analyze and resolve work related problems
- exercise initiative and judgment and make decisions within the scope of assigned authority
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public
- maintain necessary records and prepare required reports
- meet deadlines and cope with interruptions
- operate standard office machines and equipment
- take and transcribe shorthand or equivalent as required
- manage multiple tasks/activities while meeting specific deadlines

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KNOWLEDGE AND ABILITIES (Continued)

- maintain a high degree of accuracy with detailed information
- learn, retain, and explain complex procedures, policies and laws
- work overtime as required to meet deadlines

SUPERVISION

Employee receives limited supervision from the Undersheriff or an administrative supervisor as assigned. Objectives, priorities and deadlines are established by the supervisor. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with two (2) plus hours daily on the computer.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1988  
Previous Spec No. 380384  
Revised: November 1996, March 2001, March 2010  
Revised & Retitled: August 2010  
EEO Category: 6 - Administrative Support  
Pay Grade: 311 - Clerical Pay Plan  
Workers Comp: 5306 Non-Hazardous