

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: DEPARTMENT COORDINATOR**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate departmental administrative activities and provide administrative assistance on an executive level for department management personnel. Duties and responsibilities include coordinating departmental activities among all divisions, providing administrative and paralegal support to department officials, providing legal assistance and research, coordinating major editorial projects, composing and editing documentation, preparing and maintaining standard operating procedures, compiling information and updating flow charts, compiling statistical data, maintaining and ordering supplies, maintaining employee records and employee telephone list, coordinating telephone inquiries, performing data entry, providing information and assistance, and performing other tasks as assigned. Reports to Chief Deputy.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Provides administrative support at an executive level for management personnel of the department; processes a variety of documentation associated with department operations within designated timeframes and per established procedures.

Provides administrative assistance for the Sheriff, Colonel, Administrative Chief, and/or other executives of the department; provides administrative support to upper-management supervisors as needed or as assigned; relieves executive staff of routine administrative tasks; screens telephone calls, mail, e-mail, and other communications and initiates appropriate action/response; maintains department calendars, department event calendars and schedules meetings, appointments, or other activities; records by shorthand and transcribes dictation, meeting proceedings, or other information; composes, develops, edits, revises, and/or interprets a variety of documentation; maintains employee files and confidential files.

Acts as liaison with all divisions of the department in matters pertaining to department programs or operations; coordinates verbal and written communications within the department; conveys information among division and department personnel.

Provides paralegal assistance and legal assistance to county/department attorneys and to department employees; conducts legal research as needed; maintains legal knowledge of warrants and of the processing of warrants; maintains awareness of changes in legal matters concerning law enforcement policies.

Maintains and updates legal files; coordinates depositions, meetings, and court dates with department's counsel, other counsel, and officers; provides counsel with Orders from the United States District Court and all lower courts; obtains status of cases for the courts and obtains legal documents; handles legal matters in the absences of Attorney/Colonel per the Colonel.

Assists with development, revision, and implementation of policies and procedures; interprets policies and procedure for department staff; assists in ensuring staff compliance with department policies and procedures; maintains pursuit policies.

## **Rutherford County, Tennessee • Department Coordinator**

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Prepares, enters, and maintains Standard Operating Procedures (SOP) manual for entire department; updates SOP manuals with latest legal information for current lawsuits; compiles and maintains master copy of SOP manual; makes SOP documentation available to department staff via computer.

Maintains responsibility for meetings with each individual department and compiling/maintaining policies and procedures.

Compiles various statistical and administrative information; prepares monthly statistical reports and updates flow charts for Sheriff and County Commissioners; compiles use-of-force updates; gathers statistics and disseminates within the department and to inquiring agencies as appropriate.

Assists in preparing department budget; monitors expenditures for department supplies; provides budgetary input concerning equipment and supply purchases.

Monitors inventory of department supplies; ensures availability of adequate supplies and materials to conduct work activities; initiates orders for new/replacement materials; receives and stocks incoming orders; delivers ordered supplies to appropriate divisions; conducts periodic inventory counts; enters and tracks inventory counts and supply costs in computer.

Receives and coordinates telephone inquiries; answers incoming telephone calls; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Receives and coordinates inquiries from visiting personnel, such as local business persons, crime victims, Citizens Police Academy personnel, and law enforcement personnel from other agencies.

Coordinates production of various department documentation; coordinates major editorial projects within the department; coordinates maintenance and updating of lists such as employee addresses and telephone numbers, School Resource Office addresses and telephone numbers, or Comdial DXP lists; creates training certificates for various department training sessions.

Prepares or completes various forms, reports, correspondence, lists, policies, procedures, standard operating procedures, statistical reports, charts, graphs, flyers, brochures, budget documents, purchase requisitions, inventory records, or other documents.

Maintains various records and other documentation; maintains file system of departmental records; coordinates the destruction of records with department supervisors; meets with Rutherford County records commission; oversees the destruction of records as approved.

Receives various forms, reports, correspondence, lists, statistical data, invoices, budget reports, policies, procedures, standard operating procedures, legal updates, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, case management, e-mail, research, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; participates in computer training courses and provides training to other system users; coordinates service/repair activities as needed.

Communicates with supervisor, department officials, division/department employees, other departments, county officials, other law enforcement agencies, attorneys, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings; serves on committees as needed.

## **Rutherford County, Tennessee • Department Coordinator**

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Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs notarization of documents as needed.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in office administration, legal or law enforcement office operations, and personal computer operations; supplemented by three (3) to five (5) years previous experience and/or training that includes progressively responsible law enforcement administrative operations, legal office work, basic bookkeeping, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid Tennessee Notary Public certification.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

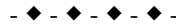
**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

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

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

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Supervisor's Signature

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Date

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Date