

NOTICE OF JOB OPENING

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Posting Begins	June 30, 2022	Posting Ends	July 13, 2022
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Position Title	ADMINISTRATIVE COORDINATOR
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Department	Sheriff's Office	Division	Records/Community Support
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	710 N 7 th St.
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BRIEF JOB DESCRIPTION: The Records Unit Administrative Coordinator is responsible for supervising the day-to-day operations and activities for the Sheriff's Office Records unit staff. Responsibilities include: supervising clerical personnel and establish workload priorities and objectives, work schedules, and knowledge of future needs; serve as the department's terminal agency coordinator and all related functions; serve as the Sheriff's Office Records Custodian and attend court as needed; hold monthly staff meetings, discuss policies and procedures and solicit feedback, prepare quarterly performance measures report for clerical team; conduct clerical interviews and make recommendations for employment actions; maintain a working knowledge of the Kansas Open Records Act and all clerical activities and provide training, coaching and counseling; collect and review timesheets and leave request; act as a liaison between management and staff and disseminate information; conduct independent investigations or assessments when appropriate and document accordingly; other related duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business, Public Administration, or a related field and five years of increasingly responsible experience related to the area of assignment, including two years of supervisory or lead experience; or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Knowledge of Kansas Court System and Wyandotte County court processes. Must maintain confidentiality to all matters; Communicate effectively and professionally with internal and external customers; experience with Microsoft Office and other software programs; Must obtain and maintain NCIC/REJIS certification within six months of hire; must be able to serve as the terminal agency coordinator; must have and maintain a valid Driver's License with acceptable driving record. This position will work not traditional hours with possibility of covering different shifts including holidays and weekends.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range	\$3,906.93-\$5,227.74/mo.	PI #	6442	Class. Code	0104
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce
EOE