

PLEASE POST !!!

**OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**12 ADMINISTRATIVE COORDINATOR – VOTER REGISTRATION**  
**\$18.2925/hr – 40 hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 06/28/24

REMOVE: OPEN UNTIL FILLED

# MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: ADMINISTRATIVE COORDINATOR**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform and/or oversee responsible financial, bookkeeping, and related administrative functions for an assigned department or large division. Duties will vary depending upon department or division assignment.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Plans, delegates and distributes work assignments for assigned staff; reviews work for accuracy and completeness; answers questions and provides guidance and assistance as necessary; conducts orientation for new employees and trains current staff regarding departmental policies and procedures.

### **Administrative/Support Functions:**

Arranges and schedules appointments and meetings; ensures all individuals are aware of meeting dates and times; notifies participants of cancellations and/or changes in appointment times and dates.

Composes, types, and/or prepares various correspondence, letters, memoranda and specialized reports and documents for assigned department; updates existing and creates new forms and documents; reviews for accuracy and completeness; makes copies, faxes, and/or files for departmental use and future reference.

Coordinates with others in processing requests for recusal, vacation, alternative emergency duty, and other matters pertaining to magisterial cases or jurisdictional coverage. Arranges alternative magisterial assignments; prepares related court orders and submits to judges for signing; and follows-up on filings.

Establishes and coordinates personal computer operations; installs computer software; repairs computers; analyzes software and hardware problems and needs; recommends updates or upgrades of computer hardware and software as needed; instructs personnel regarding the correct and safe operation of computer hardware and software.

Maintains departmental databases; inputs information into computerized systems; ensures data is accurate and correct prior to being input; shreds and/or purges old information as required.

Reviews current operating procedures; analyzes and organizes office functions such as data entry, bookkeeping, flow of correspondence, filing and other assignments; formulates and updates procedures for retention, protection, retrieval, transfer and disposal of confidential records; studies methods to improve or simplify workflow or implement cost reductions.

Serves on various committees and/or boards as they relate to daily performance of assigned duties; attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

Greets visitors and answers incoming calls; provides information and or responds to questions; routes calls and visitors to appropriate individual and/or takes messages as required.

Performs other administrative duties such as, coordinating travel arrangements and tracking expenditures; receiving, sorting and distributing incoming and outgoing mail; scheduling and coordinating meetings as required by supervisor.

Interviews defendants for initial screening information.

### **Bookkeeping Functions:**

Assists management with the monitoring of approved budget for department or large division; maintains financial records and related information; creates/modifies spreadsheets and files to facilitate departmental/division record keeping; enters and retrieves data from the computerized accounting system and/or departmental spreadsheets; tracks expenditures and monitors against allocated funds; works with the Finance Department to resolve any problems or discrepancies.

Prepares departmental payroll documents, financial statements, and other reports as required to report accounting activities and assist management in making decisions; reconciles bank statements.

Receives and processes invoices, billing statements and receipts for payment; submits to supervisor for approval; verifies authorization for purchases prior to payment; calculates totals to ensure compliance with budgetary requirements; posts to appropriate account; enters into appropriate accounting records; forwards to appropriate department for processing and payment.

Initiates billings or statements for services rendered by or to the County; records invoice date, number and amount; receives payment or purchase orders and matches to appropriate invoice; indicates paid invoice; processes payments and submits to appropriate department; notifies supervisor of overdue invoices.

Conducts research and compiles information regarding present and past expenditure patterns to aid management in forecasting future needs; assists in the analysis of financial records and provides input into departmental/division budget request; provides data regarding actual expenditures versus budgeted amounts to supervisors; creates and maintains spreadsheets and other reports for tracking budget activities.

### **Purchasing Functions:**

Makes recommendations, coordinates and processes purchasing for all equipment, materials, and services for the department/division; works with supervisors to determine needs and get approval for purchases; keeps abreast of changes to all policies and procedures regarding County purchases and ensures compliance with same; works with Purchasing Division to ensure efficient processing of all requisitions.

Generates all documentation required to requisition and process payment for equipment, materials, and services needed; prepares requisition/purchase orders or field vouchers and forwards to appropriate departments for processing; maintains departmental files on requisitions, product specifications, and contracts.

Schedules incoming shipment of contract items; tracks outstanding purchases; receives incoming shipments; processes returns for damaged goods and goods shipped incorrectly.

Interacts with vendors as necessary to facilitate the purchasing function; resolves invoice problems with vendors; works with vendors to get new contracts and/or changes to existing ones; tracks payment of invoices and updates status for vendors.

Maintains office supply inventory for assigned department; ensures adequate supplies are kept in stock; orders new supplies as needed.

**Other Functions:**

Prepares and mails annual Jury Commission Questionnaires summons to potential jurors; enters data into computer for use in creating jury pool; prepares and mails summons to potential jurors for each term of court; considers requests of jurors wishing to be released from duty.

Responds to juror questions; maintains direct contact and phone receptionary during trial term; prepares letters of verification of jury service for jurors' employers.

## MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes progressive administrative, financial, purchasing and bookkeeping experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## 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 a supervisory capacity.

**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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**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 (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to communicate orally.

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

Monroe County, Pennsylvania, 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.