



## CLASS SPECIFICATION

Class Title: Equipment Coordinator  
Department: Sheriff  
FLSA: Non-Exempt

Class Code: 333  
Eff. Date: 12//13/11  
Grade: 15  
Revised: 3/31/14

### GENERAL PURPOSE

Under the general supervision of an administrative authority, performs working level specialized administrative support duties requiring advanced knowledge of interrelated departmental paperwork and procedures.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Coordinates the set-up of new vehicles; contacts vendors and arranges for installation of equipment and accessories; transports vehicles to and from vendor locations as necessary.

Prepares and arranges for trade-in of vehicles according to County trade-in schedule. Assists with the exchange and removal of vehicles from all divisions. Coordinates inspection and registration of fleet vehicles; coordinates with DCSO divisions, County departments and outside vendors for vehicle maintenance, repair, inspection and registration; transports vehicles as necessary.

Organizes surplus storage for equipment through the Sheriff's Office, and organizes surplus items to be sold at annual auction.

Coordinates with Human Resources Office (Risk Management Specialist) to repair vehicles damaged in accidents; ensures paperwork is complete and accurate, and forwards all documentation to the Human Resources Office.

Maintains records of all transactions, or forwards paperwork of transactions to appropriate personnel in other departments. Compiles and tabulates data for records and reports related to fleet inventory, and makes revisions or resolves discrepancies by consulting with supervisor or other employees as necessary. Provides financial or statistical reports as needed or as requested.

Coordinates with Clerk/Auditor's Office related to DCSO inventory. Provides written documentation of inventory. Maintains inventories and orders supplies; maintains accurate inventory records.

Coordinates, issues and records equipment for new hires; issues replacement equipment to current employees, under the direction of supervisor. Prepares documentation of all County equipment assigned to each employee. Fulfills requests on equipment needs, working through supervisor to ensure deputies' needs are met.

Receives telephone and personal calls, handling any questions or matters of a non-technical or routine nature and directs others to the appropriate staff member, as it relates to equipment issues and requests.

Assists department personnel, civilians, volunteers, and others acquire name badges for employment and identification.

Performs a variety of related fiscal clerical work including preparing, typing, and compiling reports; performs data entry and spreadsheet maintenance assuring completeness and accuracy of reports.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

Graduation from high school (or equivalent), plus four (4) years of full-time experience in inventory control, bookkeeping, or related customer service or clerical experience; an acceptable combination of education and experience may be considered.

### 2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### 3. Necessary Knowledge, Skills and Abilities:

Working knowledge of: inventory control practices and procedures; department equipment and vehicle inventory; general office practices and procedures; spreadsheet operations; department activities and functions.

Skill in: operating all computer hardware and applicable software applications; operating common office equipment including, but not limited to, a multi-function copier, multi-line telephone, a ten-key calculator, and other related equipment; keyboarding skill of 40 wpm (net) as required by the position.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: perform multiple tasks simultaneously; perform simple mathematical computations accurately; operate computer hardware and applicable software applications; use a ten-key calculator with accuracy; operate standard office equipment including a multi-line telephone, fax machine and copier; follow written and oral instructions; communicate effectively (orally and in writing); establish and



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maintain effective working relationships with supervisors, other employees and departments, local agencies and businesses, and the general public.