

TRAFFIC ACCIDENT RECORDS COORDINATOR**NATURE OF WORK**

This is responsible technical and administrative work coordinating the activities of the Traffic Accident Records Section.

An employee in a position allocated to this class coordinates the data entry and reporting functions associated with traffic accident reports throughout the County. Work involves supervision of data entry staff; coordination with law enforcement agencies; preparation of reports; and development/implementation of computer program changes as necessary. Work is performed independently and is reviewed through results obtained.

EXAMPLES OF WORK

Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.

Plans, assigns, reviews work of subordinates; reviews work for accuracy. Performs research and prepares reports.

Works with consultants to modify/upgrade computer programs.

Meets with representatives of law enforcement agencies to resolve issues related to traffic accident reporting.

Assists members of the public with research and provides information on the telephone or in person.

Compiles statistics on traffic accidents.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of data processing applications and the principles of data entry equipment operation.

Considerable knowledge of the traffic accident records program.

Knowledge of office practices, procedures and equipment.

Ability to solve routine equipment and programming problems.

Ability to use independent judgement.

Ability to establish and maintain effective working relationships.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; three (3) years experience using computer software to maintain records and process reports; or any equivalent combination of related training and experience.