

## **SENIOR HCRC ADMINISTRATIVE COORDINATOR**

### **DEFINITION**

Under general supervision, performs and coordinates technical, specialized legal administrative support work and provides lead direction to assigned staff; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the lead and/or specialist level in the Habeas Corpus Resource Center (HCRC) Administrative Coordinator series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most technical, complex, and/or sensitive legal administrative support projects, and may serve in a lead capacity and direct the work of assigned staff. This class is distinguished from Supervising HCRC Administrative Coordinator in that the latter is responsible for supervising administrative support staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Provides lead direction to HCRC support staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Assists the HCRC Executive Director, Assistant Director, Mitigation Specialist, Research and Information Management Specialist, and other staff in the development of program projects; coordinates administrative processes and program operations, following procedural guidelines.
- Identifies operational problems, considers alternatives, and recommends solutions.
- Coordinates the processing of trial and appellate records; reviews data collected for completeness and appropriateness and enters data into a spreadsheet or database; generates standard and ad hoc reports for use by HCRC attorneys and managers.
- Monitors bills, work performed by vendors under contract, and keeps financial records.
- Reviews financial and/or statistical information for accuracy and reasonableness; uses standard financial and statistical software packages to perform calculations and numerical comparisons and generate reports, graphs, and charts.
- Drafts a variety of documents, including legal correspondence and pleadings, program materials, and contracts.
- Coordinates the preparation and provision of materials and binders for meetings and programs.
- Arranges for meetings, conferences, and programs (on- and off-site), including hotel, catering, room setup, audiovisual services, staff support, security, and local transportation.
- Arranges for furniture installation, removal, transfer, or repair.

- Provides support services to the HCRC Executive Director, Assistant Director, Mitigation Specialist, Research and Information Management Specialist, and to other staff as needed.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays.
- May be required to attend meetings outside of normal working hours.
- May be required to travel as necessary.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Basic supervisory principles and practices.
- Office and administrative practices and procedures.
- The operation of personal computers, scanners, and the use of specified computer applications, such as word processing, spreadsheets, and databases.
- Correct business English.
- Organizational policies and procedures.
- Principles and techniques of preparing a variety of effective written materials.
- Basic principles and practices of public administration.
- Basic principles of organizing and summarizing data and information.
- Basic principles and techniques of project coordination and management.

#### **Ability to:**

- Plan and direct the work of others on a project or day-to-day basis.
- Learn and apply legal principles in the maintenance of records and the preparation of correspondence and reports.
- Coordinate and provide effective administrative assistance and coordinate projects and program operations.
- Research, compile, and summarize data and information.
- Prepare clear and concise reports, correspondence, and other written materials.
- Use initiative and judgment within established guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Operate personal computers and scanners and use specified computer applications, such as word processing, spreadsheets, and databases.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

#### **Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to an associate degree, preferably with major course work in administration or business, and three years of experience performing legal administrative support work or four years performing administrative support work in a non-legal setting.

OR

One year as an HCRC Administrative Coordinator II with the judicial branch.

Additional directly related experience may be substituted for the education on a year-for-year basis; additional directly related college-level education may be substituted for the experience on a year-for-year basis.