

SUPERVISING HCRC ADMINISTRATIVE COORDINATOR

DEFINITION

Under direction, provides day-to-day supervision of assigned staff, and performs specialized work in administrative support; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory level in the HCRC Administrative Coordinator series. Incumbents are responsible for supervising assigned 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. Incumbents also provide complex and specialized administrative services.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Participates in collecting data and information; assembling, reviewing and doing preliminary analysis on the data and information collected; and summarizing results of the data collection.
- Assists in conducting special studies and developing recommendations.
- Drafts memoranda, correspondence, reports and other documents.
- Coordinates administrative processes and program operations
- Identifies operational problems, considers alternatives, and recommends solutions.
- Coordinates the preparation and distribution of surveys; reviews data collected for completeness and appropriateness and enters data into a spreadsheet or database; generates standard and ad hoc reports for use by program analysts and managers.
- 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.
- Performs the full range of administrative duties.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of public administration, including office and administrative practices and procedures.
- Principles of collecting, organizing and summarizing data and information.
- Principles and techniques of project coordination and management.
- The operation of personal computers and the use of specified computer applications, such as word processing, spread sheets and databases.
- Correct business English.
- Organizational policies and procedures.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- 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 independent judgment within general guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Operate personal computers 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 four years of experience performing legal administrative support work or five years performing administrative support work in a non-legal setting. The required experience must include at least one year in a supervisory capacity.

OR

One year as a Senior HCRC Administrative Coordinator or two years 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.