

HCRC ADMINISTRATIVE COORDINATOR I/II

DEFINITION

Under general supervision, performs a variety of administrative support duties in the coordination of projects and programs in a variety of functional areas; performs related work as assigned.

CLASS CHARACTERISTICS

HCRC Administrative Coordinator I is the entry-level class in the HCRC Administrative Coordinator series. Initially under close supervision, incumbents learn about assigned projects or programs and the administrative support required. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with HCRC Administrative Coordinator II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher level.

HCRC Administrative Coordinator II is the journey-level class of this series, fully competent to perform independently the full range of administrative support duties. Incumbents exercise significant independence in performing a broad variety of administrative support duties within general guidelines, but with limited independent decision-making. This class is distinguished from Senior HCRC Administrative Coordinator in that the latter provides lead direction and work review to assigned staff and/or performs complex and specialized work.

EXAMPLES OF DUTIES (*illustrative only*)

- Coordinates administrative processes and program operations, following procedural guidelines.
- Identifies operational problems, considers alternatives, and recommends solutions.
- Processes 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.
- Reviews and codes invoices prior to payment and reviews employee travel expense claims for proper completion.
- 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.
- Arranges for meetings, conferences, and programs (on- and off-site), including hotel, catering, room setup, audiovisual services, staff support, security, and local transportation; researches, recommends, negotiates, and prepares contracts for various services.
- Makes business travel arrangements and reservations for HCRC staff; researches travel schedules and availability; advises staff of travel options and alternatives.

- Performs the full range of administrative duties in support of a particular function, such as recruitment, HCRC Board meetings, or budget preparation.

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 statewide as necessary to provide on-site support.

QUALIFICATIONS

Knowledge of:

- Office and administrative practices and procedures.
- 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.
- 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:

- 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 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:

HCRC Administrative Coordinator I: Equivalent to an associate degree, preferably with major course work in administration or business, and one year of experience performing legal administrative support work or two years performing administrative support work in a non-legal setting.

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

At both levels, 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.