

## **Administrative Coordinator**

### **JOB FAMILY DEFINITION**

This classification falls within the Administrative Support Job Family, encompassing a range of work in which incumbents are responsible for providing clerical and general administrative support to management, staff, programs, and/or projects. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

### **CLASS SUMMARY**

Incumbents perform multiple logistics and coordination activities in support of conferences, events, specialized programs, and judicial branch advisory bodies, and/or are responsible for providing administrative support to an office leader (which may also include the entire work unit). In the case of supporting an office leader, there is a single incumbent per office.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Coordinator is distinguished from the Administrative Specialist in that the incumbent performs coordination and specialized administrative support to an office leader, and/or for branch-wide programs, projects, and advisory bodies, routinely interfacing with external judicial branch stakeholders. The Administrative Specialist primarily performs more generalized support to internal groups and units, and/or may provide limited scope general assistance to branch-wide projects and/or programs at the unit-level or internal to the Judicial Council.

The Administrative Coordinator is distinguished from the Executive Coordinator in that the latter provides direct administrative support to a Chief Officer or the Administrative Director.

Decisions have a high consequence of error because of the visibility of the program(s), event(s), and/or level of management staff supported.

**EXAMPLES OF ESSENTIAL DUTIES** *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Participates in meetings; acts on decisions related to assigned function.
- Provides specialized administrative support for conferences, high-profile meetings, and training events, as assigned; conducts registration; compiles and distributes materials; performs on-site logistical coordination, as assigned.
- Prepares and reviews complex documents, brochures, reports, contracts, and/or presentations from notes and/or general direction.
- Oversees the establishment and maintenance of filing, records management, and tracking systems.
- Researches, retrieves, and compiles information; assembles information including, but not limited to, forms, documents, expenditures, contact lists, and project timelines; follows up with staff as needed.
- Plans and coordinates conferences, events, trainings, specialized programs, projects, and judicial branch advisory bodies.
- Serves as liaison to other operational areas (information technology, finance, human resources, judicial rules, etc.) as assigned.

- Monitors budgets and expenditures; processes fees, payments, and contracts; approves or creates invoices, as assigned.
- Participates in procurement activities by providing general administrative support such as monitoring procurement documents through the process, proofing materials to ensure accuracy and completeness of information, and reconciling receivables with purchase orders, as assigned.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

**EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** *(Illustrative Only)*

Positions assigned to education conferences and/or program event planning may be responsible for:

- Developing logistics plan, timeline, and/or production schedule, and tracking deliverables;
- Coordinating logistics activities including, but not limited to, site procurement, contracts, reservations, instructors, registration, set up, catering, signage, audio/visual requirements, transportation, and furniture;
- Collecting and compiling program or event evaluation data;
- Developing and/or distributing invitations, fliers, publications, and program materials; and
- Tracking expenditures.

Positions assigned to logistical support for Judicial Council advisory bodies may be responsible for:

- Developing and administering meeting calendars, preparing invitations, and handling meeting logistics;
- Updating, assembling, and distributing materials;
- Providing clerical support for orientation and/or advisory body on-boarding activities;
- Conferring with higher-level staff to prepare agendas, taking and preparing draft meeting minutes and meeting reports; and
- Monitoring budget and expenditures, as assigned.

Positions assigned to the cross assignment of court interpreters may be responsible for:

- Receiving and processing court requests for interpreters;
- Assigning interpreters;
- Receiving and researching inquiries and complaints;
- Convening subject matter experts and decision-makers to address issues/resolve complaints; and
- Participating in interpreter recruitment and other interpreter events.

Positions assigned to provide direct administrative support to an office leader (and/or accompanying work unit) may be responsible for:

- Serving as confidential administrative assistant;
- Calendaring and scheduling meetings and events;
- Triaging, prioritizing, processing, finalizing, overseeing, and disseminating requests;
- Making, processing, and monitoring travel requests/arrangements;
- Tracking and reporting expenditures, as assigned;
- Communicating with service providers, as assigned; and
- Assisting with the clerical aspects of formal procurement activities, as assigned.

## MINIMUM QUALIFICATIONS

### EDUCATION AND EXPERIENCE

Three (3) years of administrative support experience including some experience in area(s) of assignment (such as accounting, writing/editing, database/spreadsheets, direct support to upper management, etc.).

OR

Associate's degree, preferably in area(s) of assignment, and one (1) year of administrative support experience including some experience in area(s) of assignment (such as accounting, writing/editing, database/spreadsheets, direct support to upper management, etc.). *Additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

One year as an Administrative Specialist, Facilities Specialist, or Fiscal Services Specialist with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of an Administrative Specialist, Facilities Specialist, or Fiscal Services Specialist in a California Superior Court or California state-level government entity.

### LICENSING AND CERTIFICATIONS

– None

### KNOWLEDGE OF

- Principles and practices of time management;
- Event conference and meeting planning and logistic practices;
- Modern office procedures and administrative support methods;
- Filing and recordkeeping principles and records management methods;
- Basic arithmetic concepts;
- Customer service principles;
- Principles and techniques of preparing effective written materials;
- Proper English grammar, punctuation, and spelling;
- Function and structure of program being supported, as assigned;
- Meeting and calendar coordination, as assigned;
- Database administration at the user level, as assigned;
- Basic budgeting, as assigned;
- Basic procurement practices, rules, and regulations, as assigned;
- Software applications, as assigned;
- Applicable business equipment and desktop applications; and
- Applicable work rules and policies.

### SKILL IN

- Coordinating multiple logistical tasks, events and conferences;
- Establishing priorities and meeting deadlines;
- Preparing, or overseeing the preparation of, complex documents;
- Overseeing the organization and maintenance of files;

- Editing documents including, but not limited to, forms, reports, correspondence and presentations;
- Providing attention to detail;
- Identifying errors and making corrections;
- Developing knowledge of the function and structure of Judicial Council advisory bodies, as assigned;
- Providing customer service;
- Exercising tact and diplomacy;
- Maintaining confidentiality;
- Utilizing a computer, relevant software applications, and/or other equipment, as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

### **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, fingering, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

**Please Note:** *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*