Job Spec Banner

168070
ADMINISTRATIVE COORDINATOR 4
AS611 $25,896 - $50,877
Creation Date: 01/17/2005
Change Date: 11/04/2013

FUNCTION OF WORK:
To perform complex, often specialized, paraprofessional duties that require independent judgment to accomplish in support of the staff members and/or operations of an organizational unit or program.

Work requires individual discretion in the application of policies and procedures. Duties increase in scope and complexity, and consist mainly of departmental-program duties.

LEVEL OF WORK:
Advanced.

SUPERVISION RECEIVED:
General from higher-level clerical and/or supervisory personnel.

SUPERVISION EXERCISED:
May supervise 1-2 lower-level personnel.

LOCATION OF WORK:
May be used by all state agencies.

JOB DISTINCTIONS:
Differs from Administrative Coordinator 3 by the presence of paraprofessional duties that involve a higher degree of specialization, complexity, and/or independent judgment.

Differs from Administrative Program Specialist--A by the absence of professional-level duties that involve a variety of administrative functions or management of a departmental or statewide program.

EXAMPLES OF WORK:
EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

NOTE:
Positions allocated at this level tend to focus on specialized, programmatic examples of work as listed below:

Performs responsible departmental-program duties in accordance with rules, regulations, and policies. May involve communication with other departments, customers, etc.

Serves as liaison and/or contact person for the department or office between and amongst other departments, customers, vendors, and agencies.

Receives applications or other forms and reviews for compliance with department policies; works to resolve discrepancies; may make initial determinations regarding client's eligibility for department services.

Prepares requisitions for the purchase of supplies; may involve entering information into an automated system.

Compiles information from various sources and prepares specialized reports; formats reports according to department standards.

Serves as assistant to a manager, which could include keeping appointment schedule, preparing travel, issuing directives to others on their behalf, and relieving the manager of administrative matters.

May begin performing duties related to traditional administrative functions, such a property control, purchasing, and safety, in addition to other clerical duties as noted above.

QUALIFICATION REQUIREMENTS:
MINIMUM QUALIFICATIONS:
Three years of experience in which clerical work was a major duty.

SUBSTITUTIONS:
Training in a business or clerical-related curriculum in a business school or technical institute will substitute for the required experience on the basis of six months of training for six months of experience for a maximum of one year of the required experience.

Completion of a business or clerical-related curriculum in a business school or technical institute will substitute for a maximum of one year of the required experience.

College training will substitute for the required experience on the basis of 15 semester hours for six months of experience.

NOTE:
Business or technical school training with less than completion will only be credited in six month increments. Similarly, college training will only be credited in 15 semester hour increments.

NOTE:
Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.