JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: **HR ADMINISTRATIVE COORDINATOR I/II**

CITY: **SAN FRANCISCO, CA**

JOB REQUISITION: **2621**

OVERVIEW
The Administrative Office of the Courts is currently accepting applications for an Administrative Coordinator I/II in the Human Resources Division. One vacancy exists and the individual selected will be appointed at a level commensurate with his or her qualifications.

Reporting to the Assistant Division Director with the Human Resources Division (HR) of the Administrative Office of the Courts (AOC), the HR Administrative Coordinator I/II will assist in the coordination of the HR Division's programs. The incumbent will perform administrative support duties and the coordination of projects and programs in various human resources functional areas.

DEPARTMENT STATEMENT
The HR Division consists of approximately 67 professional and support staff in the areas of recruitment, classification and compensation, integrated disability management, worker's compensation, retirement services, strategy and policy development; labor and employee relations, and HRIS development.

RESPONSIBILITIES
- Coordinate administrative processes and program operations, following procedural guidelines;
- Review 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;
- Arrange for meetings, conferences, and programs (on- and off-site), including hotel, catering, room setup, audiovisual services, staff support, security, and local transportation;
- Arrange business travel and reservations for relevant staff and advise staff of travel options and itinerary;
- Support the Assistant HR Division Director including calendar coordination and correspondence;
- Conduct research on judicial branch HR related issues;
- Develop and maintain databases for various HR projects under the direction of the Assistant HR Division Director;
- Compile and summarize data and information from reports for executive level review; and
- Provide communication regarding a variety of HR related issues to the public and AOC employees.

QUALIFICATIONS
ADMINISTRATIVE COORDINATOR I:
Equivalent to an associate degree, preferably with major course work in administration or business, and two years of experience performing administrative support work.

OR

One year as an Executive Secretary.

OR

Two years as an Administrative Secretary with the judicial branch.

ADMINISTRATIVE COORDINATOR II:
Equivalent to an associate degree, preferably with major course work in administration or business, and two years of experience organizing and coordinating administrative support for programs and/or projects.

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.

The required experience listed above will have provided the candidate with the following:
- Principles and techniques of preparing a variety of effective written materials;
- Basic principles of organizing and summarizing data and information;
- Basic principles and techniques of project coordination;
- Effective administrative assistance and coordination of projects and program;
- Preparation of clear and concise reports, correspondence, and other written materials;
- Ability to use initiative and judgment within established guidelines;
- Effective communication skills (both orally and in writing); and
- Effective working relationships with those contacted in the course of the work.

In addition, desirable qualifications include:
- Knowledge of the California judicial system and court operations and procedures.

HOW TO APPLY
To ensure earliest consideration, please apply by **September 8, 2006** although this position will remain open until filled. To complete an online application, please visit our Web site at **www.courtinfo.ca.gov/careers/view.htm**, select job category "**Admin. Support (Meet/Conf Svc)**", and search for **Job Req #2621, HR Administrative Coordinator I/II.** This position requires the submission of our official application and response to the supplemental questions attached below.

OR

To request a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS
SALARY RANGE FOR ADMIN COORDINATOR I: $4009 - $4874 per month
(Starting salary will vary between $4009 and $4410 per month)

SALARY RANGE FOR ADMIN COORDINATOR II $4411 - $5361 per month
(Starting salary will vary between $4411 and $4852 per month)

Some highlights of our benefits package include:
- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

SUPPLEMENTAL QUESTIONNAIRE
FOR
HR ADMINISTRATIVE COORDINATOR I/II
(Req. #2621)

1. Please describe your experience in preparing memos, letters, and reports.

2. Please describe your level of experience with calendaring software and describe a project using that software.

3. Please describe your experience using computer applications, such as Excel and Access databases.

4. Describe your experience coordinating projects or programs. Please include the size of the project or program and your role in relation to the project or program.

5. Please list the experience and skills that make you a strong candidate for this position.