



**SUPERIOR COURT OF FULTON COUNTY  
JOB ANNOUNCEMENT FOR THE POSITION OF:  
ADMINISTRATIVE COORDINATOR I**

CURRENT VACANCY IN THE SUPERIOR COURT ADMINISTRATOR'S OFFICE  
SERVES AS THE ASSISTANT TO THE COURT ADMINISTRATOR

**SALARY RANGE: C-41 \$51,326 - \$72,882**

**CLOSING DATE: SEPTEMBER 23, 2016**

**QUALIFICATIONS:** Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration or a related field; and two (2) years of experience providing coordination, analysis, and recommendations in an administrative field or a related area (one (1) year lead or supervisory experience is preferred); or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**EXAMINATION:** The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official, accredited educational transcript is required, at the time of employment for all degrees/course work used to qualify the candidate for this position.

**JOB SUMMARY:** Incumbent in this class performs duties related to coordinating a wide range of administrative functions in support of departmental operations that crosses functional lines, such as personnel, budget, finance, purchasing, and information and records management. Responsibilities include processing and maintaining information, coordinating administrative activities, and providing analysis and recommendations on issues affecting assigned functions.

**ESSENTIAL DUTIES:** Provides coordination for a wide range of administrative functions in support of departmental operations, such as personnel, budget, finance, purchasing, and information and records management. Creates, composes edits, prepares, and distributes various reports and forms of correspondence. Provides lead direction to or supervises assigned staff as required, including establishing workloads, prioritizing work assignments, monitoring or evaluating employee performance, interpreting/enforcing policies and procedures, resolving staff issues, making hiring or termination decisions/recommendations, and administering disciplinary action as required. Analyzes issues affecting assigned functions and provides advice and recommendations. Conducts research and compiles information. Creates various reporting materials, such as charts, graphs, and statistical documents. Explains personnel and administrative rules, regulations, policies, and procedures. Coordinates departmental activities and serves as a liaison to internal and external contacts.

**KNOWLEDGE:** Office practices and procedures; General office equipment; Principles and practices of supervision; Principles and practices of business and/or public administration; Correct grammar, spelling, and English usage; Principles and practices of customer service; Theories and principles of basic mathematics; Methods and techniques used to conduct research and/or statistical analyses; Personal computers and related software.

**SKILLS:** Providing effective customer service; Operating personal computers including Word, Excel, Power Point and other related software; Performing mathematical calculations; Preparing and presenting oral and written communications; Verifying and correcting data; Researching, interpreting, and reporting information; Establishing and maintaining effective working relationships with other County personnel, officials, and the general public; Communication and interpersonal techniques as applied to interaction with coworkers, supervisors, the general public, etc., sufficient to exchange or convey information and to receive work direction.

**TO APPLY:** Resumes with letters of interest may be emailed to the Superior Court Administrator's Office, at [SCA.BusinessOffice@fultoncountyga.gov](mailto:SCA.BusinessOffice@fultoncountyga.gov) by Friday, **September 23, 2016**.

*It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, disability or sexual orientation.*